

January 7, 2014
Meeting Room

The **Webster Presbyterian Church (WPC) Session met in a Called Meeting** on Tuesday, January 7, 2014, to examine newly elected church officers. The meeting was opened with prayer by the Moderator Helen Rose Moore at 7:00 p.m.

A quorum was declared present consisting of the following:

- Moderator, Reverend Helen Rose Moore; and,
- Ruling Elders Arland Actkinson, Carl Allen, Courtenay Clifford, Jimm Cooper, Janis Edwards, Melisa Ferguson, Kimberly Glaus Läte, George James, Catherine Spivey, Ken Thompson, Ed Tobia, Kevin Wooten, Carla Yager.

The following individuals elected to serve as elder were present:

- Kaylin Dupree, Lynn Godwin, Diane Kane, Scott McNeill, Marjorie Seiter, Lynn Snowden, Jonathan Snowden, and Jim Young.

The following individuals elected to serve as deacon were present:

- India Allen, Vance Boyer, Freeman Gregory, Kitty Marquardt, Jeanette Schwarz, Vicki Smith, and Anne Waehner.

Clerk of Session Gene Fisseler was also present.

All attendees introduced themselves to the group. Those standing for examination broke into small groups led by the current members of Session to review and discuss study questions provided by Rev. Moore several weeks prior to the meeting. Following the breakout sessions, the group was reconvened and the Session members presented their reports. An oral exam was administered and all the new officers passed.

The Session voted to pass all the new officers listed above and recommended them for installation as officers of WPC.

The purpose of the meeting having been accomplished, the Session voted to adjourn. The meeting was closed with prayer 8:00 p.m.



Gene Fisseler
Clerk of Session

January 12, 2014
Bouton Hall

The **Webster Presbyterian Church (WPC) Session met in a Called Meeting** in Bouton Hall on Sunday, January 12, 2014, to consider and adopt a church operating budget for 2014. The meeting was opened with prayer by the Moderator Helen Rose Moore at 12:30 p.m.

A quorum was declared present consisting of the following:

- Moderator, Reverend Helen Rose Moore; and,
- Ruling Elders Jimm Cooper, Kaylin Dupree, Janis Edwards, Melisa Ferguson, Lynn Godwin, George James, Diane Kane, Scott McNeill, Katy Rendon, Marjorie Seiter, Jonathan Snowden, Lynn Snowden, Ann Taylor, Ken Thompson, Ed Tobia, Kevin Wooten, Carla Yager, and Jim Young.

The following Elders, Class of 2013, whose terms on Session were just ended, Arland Actkinson, Carl Allen, Jennifer Carr, Courtenay Clifford, Kimberly Glaus Läte, and Catherine Spivey were present as invited guests without "voice" during the meeting.

Treasurer Jimmy Spivey and Clerk of Session Gene Fisseler were also present.

The Moderator opened the budget discussion with her perspective on the process and her expectation of what the group should be able to achieve during the meeting.

Jimmy Spivey, Treasurer and representative of the Stewardship & Finance team presented the projected 2014 pledged and non-pledged support along with a proposed spending budget as compiled from all committee submittals. The proposed spending exceeded the revenue projections.

With his guidance, the Session reviewed the spending budget, engaged in a healthy discussion, and made adjustments to the spending budget. Ultimately, it was determined that the remaining difference between projected revenues and spending could be bridged by converting funds in designated accounts to the operating budget. It was further determined that the Special Funds Committee is best equipped to review dormant designated accounts, contact the appropriate church members and leaders, and recommend the accounts to use. The **Session voted to approve the following budget for 2014.**

Category	2014 Budget
Personnel (Staff)	\$360,632
Stewardship	\$166,393
Campus Management	\$88,445
Mission	\$40,000
Office Operations	\$32,070
Nurture and Education	\$15,500
Worship	\$10,690
Communications	\$3,540
Outreach	\$3,000
Care of Members	\$1,415
Fellowship	\$2,300
Welcoming	\$750
TOTAL	\$674,736

A summary version of the 2014 budget will be presented to the Congregation at its Annual Meeting on Sunday, January 26, 2014.

The purpose of the meeting having been accomplished, the Session voted to adjourn. The meeting was closed with Prayer by the Moderator at 3:30 p.m.


Gene Fisseler
Clerk of Session

January 26, 2014
Church Sanctuary

The **Congregation of Webster Presbyterian Church** (WPC) convened its duly called Annual Meeting in the Church Sanctuary on Sunday, January 26, 2014, for the purposes of:

- receiving Staff reports and receiving Session Committee annual reports;
- receiving the 2013 membership report;
- receiving the 2013 financial report and reviewing the 2014 annual budget;
- recognition of new church officers and appreciation of church officers stepping down;
- voting to change the Associate Pastor's Terms of Call; and,
- adopting revised WPC bylaws.

The meeting was opened with prayer by the Moderator, Reverend Helen Rose Moore, at 12:30 p.m. Clerk of Session Gene Fisseler declared that a quorum was present.

Printed copies of the Staff reports, Session Committee reports, the Treasurer's report, the 2013 budget approved by Session, the proposed change to the Associate Pastor's Terms of Call, and the Nominating Committee slates were provided to members of the Congregation. A copy of the package is appended hereto.

Membership Report – The Congregation received the membership report from the Clerk. As of the end of 2013, the church rolls contained 589 names, with 508 active members and 81 baptized members. A total of 12 new members joined the church in 2013, three of them children. Losses from transfers (6), deaths (9), and routine roll maintenance (52 – 47 active members and five baptized members) totaled 67.

Treasurer's Report – Treasurer Jimmy Spivey reviewed church financial performance in 2013 and the Congregation received the Treasurer's report. The church finished the year "in the black" with a positive balance forward.


Staff & Session Committee Reports – The Moderator directed the Congregation's attention to the written reports from the Staff and Session Committees.

2014 Budget – Treasurer Jimmy Spivey presented the 2014 budget, previously adopted by Session, contingent upon approval of Terms of Call for the Associate Pastor. The 2014 budget adopted by the Session totaled \$674,736. The Treasurer and members of Session fielded questions from the Congregation.

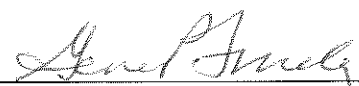
Pastor's Terms of Call – Elder Kevin Wooten then discussed the proposed Terms of Call for Associate Pastor DeLeon, \$81,975. Following a few questions and answers, it was moved that the proposed 3% increase be approved. The motion passed.

Revised Church Bylaws – Clerk Gene Fisseler presented the revised bylaws, explaining that the Session tasked him along with Trustee Dennis Waehner and Pastor Helen Rose Moore to review the church bylaws in light of the Book of Order New Form of Government. Following the explanation, questions from the Congregation, and answers from the authors of the revised bylaws, the new bylaws were approved by the Congregation.

The purposes of the meeting having been accomplished, the meeting was adjourned with prayer by the Moderator at 1:00 p.m.



Moderator, Rev. Helen Rose Moore



Clerk of Session, Gene Fisseler

**WEBSTER PRESBYTERIAN CHURCH
ANNUAL MEETING OF THE CONGREGATION
SUNDAY, JANUARY 26, 2014
Agenda**

Call to order and opening prayer
Establish that a quorum is present

Looking at what we achieved in 2013...

- Find time to read the Staff and Session committee reports
- Receive 2013 membership report (Clerk)
- Receive Treasurer's 2013 year-end report (Treasurer)

Looking forward into 2014...

- Receive 2014 budget as adopted by Session
- Vote on changes in Associate Pastor Terms of Call
- Meet new Trustee, Elders, and Deacons (Class of '16)

Updating WPC Bylaws

- Consider and vote on adoption of revised church bylaws

Closing prayer

Adjourn

REPORT FROM INTERIM PASTOR HELEN ROSE MOORE

I have completed a year with you as your interim pastor, and it has been an adventure and a blessing. I am so grateful to God and to you for calling me to assist you in this time of transition. A great deal of faith and prayer has gone into our work together and I look forward to the coming year with anticipation.

Much of my ministry has been centered on working with the session to discern God's will for the mission and ministry of Webster Presbyterian Church. We had a 2 day session retreat in April where we celebrated all that is good here, and prayed over and thought through some of the challenges facing the church. The session formed the Interim Ministry Taskforce, consisting of retiring ruling elders, guided and led by Kevin Wooten and me. They were faithful in their commitment to Christ, this congregation and each other, and produced a thoughtful and thought-provoking report to the session. Each committee is now working on reviewing the recommendations for their ministry areas, and formulating responses for implementation.

It has been my privilege to work with the personnel committee where we updated policies, did annual staff reviews and responded to staff changes as they arose.

- Our new bookkeeper, Pat Forke is working closely with new treasurer, Jimmy Spivey to be faithful stewards of the church's financial resources. Jimmy and I designed a new budget format which is more accessible and more easily managed.
- Jessie Kuehner joined us in June as the new Youth Ministry Coordinator. She hit the ground running with the busy summer youth mission and camp schedule. She is building up our youth ministries with the help of the Youth Ministry Team in amazing ways.

- Linda Smith-Gregory now has a new position title: Director of Children's Ministry. It is a more accurate description of her work and an acknowledgment that she is doing remarkable work with our children. With her help, we added another nursery worker.
- Liz Guyer is our new secretary. She is the public voice and face of our congregation and she is a delight. Liz is capable, takes initiative and has a real heart for the ministry of the church. We are blessed to have her.

I assumed teaching the Tuesday Morning Joy Connection where we studied the history of the Bible and the history of the church together. What a joy it is for me to have a group of enthusiastic and committed Christians who delight in these studies along with me. I added a Wednesday evening Bible study in the fall, where we did an overview of the Scriptures. Both groups are beginning the Gospel of Matthew in January.

I worked with the Worship and Music committee in Lenten and Advent planning. Both seasons of our High Holy Days were inspired. Many people contributed to our faithful worship and celebrations. I am the primary preacher for the church and am gratified by the affirmations and support I receive from so many of you. I worked closely with the Nominating Committee as they engaged in discerning God's choices for the leadership of the congregation. The incoming class of officers is committed to assuming their faithful ministries with energy, intelligence, imagination and love. I volunteered in VBS and in Kingdom Kids.

In looking forward to 2014, my ministry with you will change focus somewhat. Through March, I am your only pastor and I am available for all the pastoral care needs of the congregation. When Helen returns from her sabbatical we will share the joys of pastoral care with you. With the formation of the Pastor Nominating Committee, my focus on the preliminary tasks of interim ministry is complete. I will focus on teaching about and supporting the stewardship life of the congregation. I am also beginning service to the Presbytery through the Committee on Ministry.

God is doing a New Thing at Webster Presbyterian Church. I encourage all of you to invite new people to *Come and See* how Christ is alive and at work here. I encourage you to discern your own particular gifts and find new ways to serve His Church. And I renew my invitation to stay in dialogue with me. Come on down the hall and let's chat.

To God be the Glory! Amen!

ADULT MINISTRIES COMMITTEE ANNUAL REPORT

Webster Presbyterian Church Adult Ministries consists of Adult Sunday Education, Bible Study, Woman's Ministries, Women's Retreat, Sisters in Faith, Covenant Groups, and Library. Our core team includes Ed Tobia, Ruling Elder; Helen Rose Moore, staff liaison; Jane Markley, Covenant Group Lead; Liz Loynes, Bible Study groups, and Kaylin Dupree, Library.

Adult Sunday Education

Team Members/Teachers: Michael Cooper, Tony LaCara, John Dewey, Ed Tobia, James Kinzler, Joe Schwarz and Courtenay Clifford

Our adult education program consists of two continuing programs, Seasons of the Spirit (lectionary scripture study) and Active Parenting (structure Christian focused parenting program), as well as a variety of multi-week programs.

This past year proved to be another great one featuring a variety of study programs. The year started with a thought provoking class titled, "What's the Least I Can Believe and Still be a Christian." We moved on to an Adam Hamilton program titled, "Forgiveness." April and May provided a group of outside speakers covering our annual Social Justice series. We saw topics addressing homelessness, The Institute for Civility in Government, and disability discrimination. Summer had us offering a special program titled, "Old Testament Story Telling," that was very well received. We finished the year with a lengthy study of selected letters of the Apostle Paul and an Adam Hamilton Advent program titled, "Walking the Road to Bethlehem." We have some great programs planned for 2014, so stay tuned.

Covenant Groups – Jane Markley

Six separate groups meet weekly or monthly in the group host home. Our covenant groups have been meeting regularly for over six years now and continued to grow in 2013 adding new members. The groups share friendship and caring as well as taking time to study God's word using various books and study series.

Bible Studies – Liz Loynes

There were two bible study groups meeting at WPC in 2013, Tuesday Morning "Joy Connection" and Wednesday Evening Bible Study. Wednesday evening bible study was a new offering to 2013 introduced by Pastor Helen Rose Moore. Our intent is to open up a Bible study program to a new group that wants an opportunity for a mid-week program. Each study group covers similar Old and New Testament material.

Woman's Ministries – Women's Retreat

A team of dedicated women worked throughout 2013 organizing the 2014 Woman's Retreat, entitled, "Sailing into Joy: Prayer is the Sail That Catches God's Wind." The Women's Retreat will be held February 7-9 at Columbia Lakes Resort. Join us in 2014.

Sisters in Faith

Each year, the Sisters in Faith ministry pairs women for a nine-month term for friendship and fellowship through prayer.

Library – Kaylin Dupree

Our library is located in Bassett Parlor, and contains an excellent collection of theological, historical, social, and church-related books. Please seek out Kaylin if you have any questions on your WPC library.

Respectfully submitted,
Ruling Elder Ed Tobia

CAMPUS MANAGEMENT COMMITTEE ANNUAL REPORT

Committee Members: Chair – Ken Thompson, Elder; Co-Chair – Melisa Ferguson, Elder; additional members: Jimm Cooper; Joan McMillan, Carole Kloves, Vance Boyer and Beth Frohme along with several ladies who work on the gardens monthly.

Contract Projects: CMC enlisted contractors to perform the following: water heater replacement for the kitchen, stove and ice machine service in kitchen, plumbing repairs in the administration building restrooms, carpet replacement in the Youth meeting rooms, HVAC installation in Bouton Hall second unit, repairs to the Sanctuary A/C units, and re-upholstery of the couches in the Sanctuary parlor.

Major Work Projects: CMC completed the following major projects in 2012:

- Performed a assessment of all buildings for maintenance and safety needs.
- Reviewed the Landscape Maintenance contract and modified the terms to save money.
- Reviewed and adjusted the cleaning contract; this is ongoing.
- Performed a total of four Campus cleanup days... yard work, painting, carpentry and electrical work all done by volunteers.
- Several painting projects throughout the year performed by team members and volunteers.

Basic Work Projects: CMC completed the following routine projects:

- Replaced diffusers, fixtures and ceiling tiles in Bouton Hall.
- Replaced all of the lamps in the Sanctuary lighting system.
- Repaired outside lighting fixtures and replaced lamps in the parking lot prior to nighttime programs at the Sanctuary.

Major Projects Planned for 2014: CMC is planning or is considering the following items:

- Replacement of Fellowship Hall water heater
- Replacement of Education Wing classroom lighting fixtures
- Service Contract Reviews – HVAC system maintenance
- Replacement of Bouton Hall lighting fixtures
- Replacement or major repair of Fellowship Hall roof

CMC wishes to thank all the many volunteers and team members that contributed time, skill and labor throughout the year. I would especially like to thank Melisa Ferguson for taking over my duties while I was sick.

Respectfully submitted,
Ruling Elder Ken Thompson, Chair

CARE COMMITTEE ANNUAL REPORT

Board of Deacons – The number of Deacon zones has been reduced to 20. The moderator of the Deacon Board for 2014 is Margaret Harris; vice moderator is Mike Russell; and secretary is Anne Waehner. Blood Drives will be continued with the prizes added for donating members. The Young At Heart group has been moved to the Senior Ministry Committee. Transportation, communion preparation and flower delivery are handled faithfully by our active group of Deacons.

Senior Ministry Team – The 2013/2014 luncheons are planned for the third Tuesdays in September, October, November, January, April, and May at 11 a.m. in Bouton Hall. The 16 members of the SMT are looking for a few new volunteers, as well as delegating more members to share in the preparation of the lunches. This committee breaks over the summer months. The Parking Assistance program is doing well and the Phone a Friend system has been newly implemented and well received with many of the folks identified as needing to be called, wanting to do the calling. The Young At Heart group is active and planning a trip to the Sights of the Heights in January. Thanks to Coco Motley who created a SMT brochure for members of WPC and website promotion of this committee.

Circle-of-Prayers – The church secretary handles prayer requests weekly and sometimes daily. There are currently 73 members of the Circle-of-Prayers. For prayer circle members who are not computer-handy, hardcopy lists are given to them on a weekly basis. The present leaders of this group are Kim Kinzler, Jeanne Camp and Jackie Hart. New members are always welcome in the Circle.

Stephen Ministry – There is currently one Stephen Minister. One care receiver is being served. We have lost Stephen Ministers due to moves and death. Only one of the members is a Stephen Leader (had formal leadership training) and that individual has served for six years although the term for a Stephen Leader is two years. This leadership includes training the other members of the Stephen Ministry. Our budget request includes an increase amount to train another Stephen Leader in 2014 had to be denied due to insufficient WPC budget funds. Pastor Helen is a Stephen Leader, but cannot serve care receivers while in the pastor role.

Respectfully submitted,
Ruling Elder Janis Edwards, Chair

CHILDREN'S MINISTRY COMMITTEE ANNUAL REPORT

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." – Matthew 19:14 (NIV)

We praise God for our past year in Children's Ministry in which our children's faith formation grew through the work of dedicated volunteers and staff guided by the Holy Spirit. We are led by the scripture from Matthew to let our children come to Jesus.

Worship – Children's Chapel attendance continues to be solid with an average attendance of 12, many times exceeding 15, kids each week. About half of the children's chapel kids attend Sunday school. Our kids led worship on Children's Sunday in October with prayer, scripture, drama and song with a focus on the Ten Commandments, calling it the "Ten Best Ways." Kids delivered the sermon in skits, one for each commandment, and children's choir sang. The entire liturgy for the service was written by the kids with help from their teachers in Sunday school. During worship, our youngest children were cared for by our child care staff members, who engaged the kids in Bible stories, activities, art and free play. Also during worship, our kids heard the children's message and received the Blessing of the Backpacks.

Sunday School – For Easter, we held a butterfly release that culminated our Lent lessons on new life through Christ. Thanks to Cathy Black, Paul Cianchetti, Freeman Gregory, Sandy Murphy and Al Strahan. Our Sunday school teachers continue to support our preteen, elementary and preschool classes. We can manage 30 kids in Sunday school and attendance is down from last year – 12 kids.

Wednesday Nights – Children's choir was very strong with ten kids regularly participating in practice during the school year. They sang in worship and presented their second Christmas musical, "Stranger in the Manger," in December to a delighted crowd in Bouton Hall. Thank you, Geri Foster for your leadership. "Kid Connection" helped kids experience multi-sensory activities for Bible stories from both the Old and New Testaments. Kids in choir joined the group after practice. We averaged 12 kids. Child care was provided by our professional and caring staff.

Child Care – Use of child care expanded due to integration of parents into more church activities as well as the Kingdom Kids summer camp. Our staff remains stable. We welcomed the daughter of Kristen Bonfiglio in October. Kristen is a long-time employee with seven years of service.

VBS – At the highest count, 123 people participated in VBS including children, youth workers and adults including special needs participants. There was an average of 50 kids per night with a 1:1 worker to kid ratio. The attendees bagged 150 pounds of beans for the ICM food bank, 300 pounds of rice, 240 bags of school supplies for McWhirter, and 63 cat toys and 250 dog biscuits for the League City animal shelter. A total of \$300 dollars in pennies, nickels, and dimes was collected as a donation to the Operation Christmas Child. We are concerned that the number of VBS activities may be reduced in 2014 due to a shortage of volunteers and budget concerns.

Mission – In conjunction with Mission Team, our Kingdom Kids Reading Enrichment Camp held six sessions. There was an average of 30 kids taking part in the camp from McWhirter Elementary and WPC. Multiple adult and youth volunteers assisted (not all of whom were WPC members). Our cooks, Melisa Ferguson and Jennifer Carr, provided nutritious and tasty breakfasts, lunches and snacks. The response was very positive, especially from the kids and their parents.

Staff – Linda Smith-Gregory, director of children’s ministry, led Presbytery officer enrichment training and completed the Worship & Sacraments course for PCUSA certification in Christian Ed.

In 2014 – We are developing new ideas for the coming year and beyond based on the SATF report, current trends in state of the family and church attendance and growth in digital capabilities. These include four things of note: special needs ministry, integration of science and the arts in our faith formation offerings, our larger attendance on Wed. evenings and in children’s chapel compared to Sunday school and new opportunities for digital learning and communication. There are plans to build on this year’s presentations to the CMT, the youth, the Outreach Committee, and the Board of Deacons (as well as suggested education offerings to the Adult Ministry Team) concerning special needs families in the church. The information gained from current special needs WPC families, visits to other churches, and the VBS experience will continue to be shared with other groups in the church. The CMT is planning to coordinate with the Adult Ministry Team concerning offerings for the Parent’s class.

Respectfully submitted,
Ruling Elder George James, Chair

COMMUNICATIONS COMMITTEE ANNUAL REPORT

The mission of the Webster Presbyterian Church Communications Committee is to facilitate communication within WPC, and to communicate our activities to the broader community. In response to this charter, we have contributed in the following areas.

Church Newsletter – The newsletter has been published each month, and the publication has been in both print and electronic formats.

Brochures – Brochures have been written for most of the committees of WPC. These brochures describe the mission and activities of each committee, and are available in the

distribution racks near the church office. These brochures will be edited and revised, and new brochures created as needed.

Electronic Sign – During this year, it became apparent that the electronic sign in the front of the church needed to be edited from the church office, rather than from one of the side rooms in the sanctuary building. Considerable effort has been spent establishing a cable connection between the church office and the sanctuary building to allow this sign editing. This project is partially complete, in that the internet connection has been completed between the buildings.

External Publicity – Ads were purchased publicizing our Easter and Advent activities. In addition, articles describing our youth mission trip, Kingdom Kids program, the Lunar Communion services, and the Free the Captives Concert were submitted to local newspapers. Finally, several paragraph notices were submitted to the Community Comment columns of local newspapers.

Banner – A large banner was created to advertise our activities. Most probably, we will want to order a smaller banner as well. The necessary procedures required by the city of Webster for banner displays were identified.

Web Page Design – Over the year, we have investigated several options to improve our web page. At this point, we have identified our choice of provider, and are in the process of producing a design.

The listing above represents the accomplishments of the Communications Committee in 2013.

Respectfully submitted,
Ruling Elder Arland Actkinson, Chair

FELLOWSHIP COMMITTEE ANNUAL REPORT

The goal of the Fellowship team is to provide the congregation a time to connect in life outside of Worship Services and Sunday school. Having this time set aside to meet people new to the church as well as visiting with other members and old friends is important and gives everyone the opportunity to really get to know each other and share experiences.

Our Fellowship team stayed busy in 2013:

- a member of the congregation generously donated the remainder of the black vinyl chairs to Bouton Hall; a reception was held to welcome two new staff members
- hosted three potluck dinners in 2013 in the Fellowship Hall; a Rodeo theme, hamburgers and hot dogs for VBS presentation, and one following a combined worship service Sunday
- held a reception celebrating Rev. Helen DeLeon's 10th anniversary with WPC
- hosted church-wide picnic in the Fellowship Hall; provided boxed lunches
- prepared and cooked for annual Shrimp Boil – the only remaining Mariners' event
- assisted Stewardship & Finance Committee with its stewardship luncheon the Fellowship Hall Fellowship Hall in October; catered by Mario's in Webster
- purchased a new washer and dryer for Bouton Hall

- planned and cooked the annual Thanksgiving dinner in the Fellowship Hall; served approximately 150 church members and guests
- continually kept kitchen equipment in Bouton Hall and the Fellowship hall in good order and repair; spent a week in the summer cleaning and doing inventory
- continually planned and cooked for Wednesday night dinners
- provided additional help to Deacons as needed during funeral receptions

The Fellowship team has an extensive collection of seasonal decorations that are available for use. We will be happy to assist you in finding what you need. Any items borrowed from the church MUST be signed out on the sign out sheets in FH & BH.

We are blessed to have a small group of women that love to do this kind of work around the church – Joan McMillan, Carole Kloves, Jeanette Chase, Carol Young, Lois Philips, Nancy Spivey, Marilyn Branham, Paula Nelson and Bambi Fitzgerald. Blaine Goeckler coordinated Wednesday night dinners. Ed Boyer hosted some Early Risers breakfasts which has now been taken over by Ed Tobia, George Koenig, Mike Bradley and Russ Bachtel with Alex & Blake Bachtel lending a hand.

Respectfully submitted,
Ruling Elder Jennifer Carr, Chair

MISSION COMMITTEE ANNUAL REPORT

Our Goal: A Congregation United in Mission

Providing Hands-On Service and Support to our local and world Community

- Rebuilding hurricane-ravaged homes in New Orleans
- Building Habitat for Humanity houses for families in La Porte
- Volunteering at ICM, Bay Area Turning Point, Meals-on-Wheels
- Tutoring, meals, and a summer enrichment program for students at McWhirter elementary School
- Youth and adults walking together in the CROP Walk, raising funds to end hunger in our community and the world
- Opening our church to homeless families via Family Promise
- Providing Community Assistance and Member Assistance funds

Sharing the Mission Story with the WPC Congregation

- Sermons, Minutes for Mission, Sunday Bulletin, WPC newsletter, Bulletin Board
- Adult Sunday School classes on Social Justice
- Associate Pastor's study trip to Peru, and plans for an adult mission trip in 2014

Contributions to Organizations

- Presbytery of New Covenant
- Bay Area Turning Point – sheltering victims of domestic abuse
- United Campus Ministry – bringing God's word to Houston's college students
- Interfaith Caring Ministry – supporting our neighbors with a variety of services
- Meals on Wheels – feeding the hungry in our local area
- Habitat for Humanity – ending poverty housing
- Free the Captives – fighting to end human trafficking
- Institute for Civility in Government – promoting civil discourse in Washington
- Christmas International House – welcoming foreign college students at Christmas

- Samaritan Counseling Center – supporting our neighbors with mental health resources
- Presbyterian Service Center – providing accessible housing for the differently abled
- Camp Cho-Yeh – providing space for spiritual growth and development for all
- Presbyterian Outreach to Patients – providing spiritual nurture to those who are ill
- CEDEPCA – sharing in mission and mutual understanding with our neighbors in Central America
- Francesco Coll – supporting a school for children living at the Guatemala City dump
- UBUNTU – supporting AIDS orphans in South Africa
- Vellore Hospital – training doctors and nurses in India

Special Offerings and Gifts

- Presbyterian Disaster Assistance – providing support for victims of natural disasters
- Generously giving Christmas gifts for hundreds of children and families in our neighborhood through the Gifts of Joy and the ICM Christmas Store
- Presbyterian special offerings:
 - One Great Hour of Sharing,
 - Pentecost Offering,
 - Peacemaking Offering,
 - Christmas Joy Offering
- Benefit concert to support “Free the Captives”

Respectfully submitted,
Ruling Elder Carl Allen, Chair

OUTREACH COMMITTEE ANNUAL REPORT

The Outreach Committee finished 2013 with flourish.

- A billboard promoting WPC went up on Highway 3 between Bay Area Blvd. and El Dorado on December 14, only two weeks behind schedule.
- Three months of new resident postcards, with a Christmas theme, went out the Sunday night before Christmas.
- The committee is working on a WPC video presentation. Jimmy Spivey has nearly all the needed materials. We lack someone to put it into compact disc, on YouTube, etc. The last request was made to Brian Keuhner.
- Outreach is set to send out new resident postcards monthly, put up seasonal billboards, and produce a church video if Session votes any money for 2014 and we find a volunteer to produce the video.

Respectfully submitted,
Ruling Elder Tim Murray, Chair

PERSONNEL COMMITTEE ANNUAL REPORT

Committee Members

In 2013, the Personnel Committee was served by Kathy Braeuer Janis Edwards, John Jordan, Kevin Wooten, Courtenay Clifford (Chair), and Staff Liaison Helen Rose Moore (Pastor/Head of Staff).

Committee Mission

The session...has the responsibility...to provide for the administration of the program of the church, including employment of non-ordained staff, with concern for equal employment opportunity, fair employment practices, personnel policies, and the annual review of the adequacy of compensation for all staff, including all employees. – *Book of Order*.

Committee Accomplishments

Major tasks completed by the committee in 2013 included the following:

- Took action to maintain a healthy work environment for the staff and employees
- Resolved of certain personnel situations
- Provided feedback to all staff
- Hired a Bookkeeper, Church Secretary, and Youth Ministry Coordinator
- Reviewed compensation for all staff
- Developed procedures for the routine activities of the committee
- Reviewed procedures for reimbursable accounts
- Developed procedures for the Pastor FSA benefit

Special thanks to Kathy Braeuer, Janis Edwards, Kevin Wooten, and John Jordan for their dedicated service as personnel team members in 2013.

Respectfully submitted,
Ruling Elder Courtenay Clifford, Chair

VISION COMMITTEE ANNUAL REPORT

Committee Membership

In 2013, the Vision Committee consisted of Kevin Wooten.

Committee Mission

To synthesize previous WPC vision efforts into a concise document and set of statements that could be used to guide session decisions, strategic planning, church staffing, and program and mission related activities.

Committee Accomplishments during 2013

- Facilitated a day-long retreat for all session members to construct a new vision statement
- Created a new vision statement that was approved by session during July Session meeting
- Created a document differentiating the WPC vision, mission, and values (congregational pillars), and showcasing the rich information solicited during the 2011-12 period. This now depicts what WPC aspires to become, what we do, and what we believe.
- Served as "ex-officio" on the Strategic Analysis Task Force (SATF) generating recommendations for addressing vision-based issues for each Session committee
- Worked with WPC web team in plans to position new vision (along with mission and values) on new WPC website

New Vision: What We Aspire to Become

"To be a place of worship in the Greater Bay Area that welcomes all God's children, serving Christ as active disciples to create a more loving, affirming, and just world through openness to spiritual inquiry, civility of discourse, scientific ideas, and artistic expression."

Enhanced Mission: What We Do

In accordance with our Presbyterian heritage (Presbyterian Church USA), our affiliation with the Presbytery of the New Covenant, and over 100 years of history in serving the upper Bay Area, we strive to: "Encounter the loving God, to nurture followers of Jesus Christ, and to meet human needs" through Christian Education, Care, Mission, and Fellowship.

Our Values/Congregational Pillars: What We Believe

At the center of our values is the belief that we should be open to all people, all orientations, all political beliefs, and to promote an environment of civility, respect, and affirmation. Specifically, we believe in:

- **Deep Personal and Congregational Relationships** – as Christ teaches, we care for one another when in need, respond to our community, and create opportunities for fellowship
- **Dynamic Pastoral Leadership** – by providing a spiritually and intellectually challenging environment, relevant bible teaching, opportunities for lay leadership, congregational healing, and proactive discernment of God's will
- **Exciting and Meaningful Worship** – we worship the creator, redeemer, and sustainer through uplifting music, traditional and contemporary expressions of faith, active participation by all in the congregation, relevant confessions, and biblical story telling
- **Flourishing Christian Education** – for all ages through providing Sunday School, Vacation Bible School, Covenant Groups, and a variety of learning opportunities
- **Proactive Stewardship** – through effective and meaningful use of church resources to support mission activity and church functions as well as provide opportunities for all church members to volunteer and serve Christ and His church

Special thanks to Kimberly Glaus Late, Helen DeLeon, and Helen Rose Moore for their constant help, support, and advice.

Respectfully submitted,
Ruling Elder Kevin C. Wooten, Chair

WELCOMING COMMITTEE ANNUAL REPORT

With Christ's love, we welcome, connect, and engage God's children to our family of faith.

Welcoming Committee Teams and Membership

- Hosting Team
Annabelle Andler, Michael Bradley, Kathy Braeuer, Beth Frohme, Kent Frohme, Phyllis Koenig, Jo Ann Lambert, Ralph Linkenhoker, Julie Middaugh, Nancy Moebius, Sandy Murphy, Judy Ota, Sho Ota, Alberta Rohlfing, and Dennis Rohlfing
- Connecting Team
James Kinzler, Kim Kinzler, Al Manson, Priscilla Manson, Alberta Rohlfing, Dennis Rohlfing, Mike Stearns, and Susan Stearns
- Engaging Team
Committee Chair Carla Yager, Kathy Braeuer, Deena Houg, Monica Glover, Michael Bradley, and Staff Liaison Pastor Helen DeLeon

Accomplishments

- The Hosting Team welcomed God's children into our Service for the Lord's Day throughout the year, including Holy Week services.

- The Connecting Team documented and contacted visiting guests throughout the year.
- The Engaging Team created a Welcoming Ministry Policy and continued to work on procedures for all of the Welcoming Ministry teams.
- The Engaging Team updated the new member packets as needed to reflect changes in WPC ministries and staff.
- The Engaging Team completed inputs for the Welcoming Ministry brochure.
- The Engaging Team developed a new procedure for determining if recent new members are engaged in WPC ministries.
- The Engaging Team conducted four Open Door Classes in February, May, August, and November.
- The Engaging Team held a New Member Reception in April.
- The following nine new members (eight families) were welcomed into our family of faith in 2013.
 - March 19 – Jo Ann Lambert and Ralph Linkenhoker
 - July 23 – Michael Martin
 - August 27 – Michele Ferguson, Earlene James, and Brian Kuehner
 - October 22 – Nancy Moebius
 - December 17 – Anya Ezhevskaya and Nancy Gustke

Respectfully submitted,
Ruling Elder Carla Yager, Chair

WORSHIP & MUSIC COMMITTEE ANNUAL REPORT

The worship and music team includes Jeannette Booher (usher coordinator), Glenn and Geri Foster, Judy Ford, Diane Kane/Sandy Murphy (Bible by Heart representatives), Kimberly Glaus Läte (committee chair), Chuck Moede (audio visual team coordinator), Nina Moede, Jeanie Murray, Catherine Spivey (youth elder), Helen Rose Moore (staff liaison), and Helen Deleon (associate pastor). This team met monthly; subcommittees, including the Lenten planning team, usher team, audio visual team, Bible by Heart, and the Advent planning team, met as required throughout the year.

Throughout the year, special worship services were conducted, including:

- Lenten services, including Ash Wednesday (February 13), Palm Sunday (March 24), Maundy Thursday (March 28), Good Friday (March 29), and Easter (March 31)
- Combined services were held on June 16, to celebrate VBS, and on July 7, to celebrate "Worship in the Park" (joint activity with Fellowship, rescheduled to Fellowship Hall, due to the threat of rain). Other combined worship services included Spirit Day (September 8), October 27 (Stewardship Sunday), and December 29
- Celebration of Lunar Communion, on July 21
- A service of reconciliation was held on October 20
- Christmas Eve services, on December 24

The Worship & Music committee created two brochures, one describing our many music programs and one describing our worship opportunities and special services. During the year, new hymnals were acquired and dedicated. WPC continued to enjoy a contractual arrangement with Bay Area Youth Singers, for their use of the sanctuary on a non-interference basis, for rehearsals and concerts. Our music directors, Glenn and Geri Foster, led a variety of musical programs, including:

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- On Palm Sunday, the Faith Choir and Orchestra presented a Holy Week cantata "Song of the Shadows" by Lloyd Larson. On the same program, the Children's Choir presented a mini-musical "Hallelu, He Lives!" and the Carol Bells presented "In Remembrance."
- Special service musicians were contracted to provide accompaniment on Easter Sunday.
- The annual youth musical, "Bow Down", was performed dinner-theatre style on May 24 and 25 in the Fellowship Hall.
- On December 7, WPC hosted the Bay Area Chorus Holiday concert: Christmas Mystery.
- The Faith Choir and WPC Orchestra presented "The Word Became Flesh" by Dan & Heidi Goeller on December 15 during the 11:15 worship service.
- The children's Christmas Musical, "Stranger in the Manger", was performed on December 18, following Wednesday night dinner.

WPC continues to sponsor a variety of musical groups, including Faith Choir, Joyful Noyz, Carol Bells, Recorder Consort, Carillon Ringers, Youth Choir, Bells' Angels, Children's Choir, and Young Chimers. Planning teams coordinated all Lenten and Advent activities, graciously led by Nina Moede and Jeanie Murray. The Audio/Visual team lead, Chuck Moede, was responsible for planning and implementing acoustic panels in the Fellowship Hall, enhancing the sound quality of events held in that space. Diane Kane led the Bible by Heart storytelling group, and Jeannette Booher led the Usher team.

Many thanks to all who helped implement our worship and music activities in 2013!

Respectfully submitted,
Ruling Elder Kimberly Glaus Läte, Chair

YOUTH MINISTRY COMMITTEE ANNUAL REPORT

The Year At A Glance

WPC have been blessed to have Jessie Keuhner join us as Youth Coordinator this year. She is the main reason that all these great things are occurring!! The list below reflects what was happening with our youth in 2013.

- End of Year Lock-In
- VBS and After Hours
- Sr. High Mission Trip
- Jr. High Jubilee at Mo Ranch
- Synod Youth Workshop
- Midnight Madness
- Youth Retreat
- One Mo Trip
- Three youth/four adults represent WPC on Presbyterian Youth Connection Council
- Spirit Day
- Parents Meeting
- Ushering
- CropWalk
- Move-Up Day
- Kidnap the 5th graders to Jr. High
- Youth Rally
- Help write and lead Mission Celebration Sunday

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- Presbytery Youth Mission Day at Target Hunger
- Seafarer Boxes
- Decorate Fellowship Hall for Advent
- Continued redecorating and furnishing the Youth Rooms
- Bowling
- Bible Study on Wednesday nights
- AGAPE Bags
- Lock-In with other churches in our Presbytery
- Progressive Dinner

Respectfully submitted,
Ruling Elder Katy Rendon, Chair

ANNUAL MEMBERSHIP REPORT FROM THE CLERK BY THE NUMBERS

638 – Membership as of December 2012 (557 Active Members + 81 baptized but not confirmed members)

589 – Membership as of December 2013 (508 Active Members+ 81 baptized but not confirmed members)

9 – New members added in 2013

15 – Loss of members in 2013 (9 deaths + 6 transfers)

8 - Baptisms in 2013

52 – Number of names removed from the church rolls by Session upon recommendation of the Membership Review Committee (47 former Active Members + 5 baptized but not confirmed members)

ANNUAL REPORT FROM THE TREASURER

2013 Financials

Twelve months ago, the Session approved the WPC 2013 budget at \$669,372, which included a carry-forward positive balance of \$42,157 from 2012.

Total 2013 expenditures were \$656,599.65 and total revenues were \$653,153.17, netting a positive balance of at year's end of \$38,710.52 (carry-forward into 2014). The 2013 financial information by month and ministry area are shown on the following pages. Note that the financial summary by ministry area does NOT include the carry-forward from 2013. The church's assets and bank balances are included in the following year-end balance sheet.

We also refinanced the church mortgage in 2013 at an interest rate of 4.45% (the previous rate was 4.5%). The total amount refinanced was \$570,744. Our closing costs were \$3,000, of which \$602.45 was accrued interest from August 1 through August 12, 2013. Our first loan payment under the new loan was paid September 12. The new monthly payments are \$4,352 (principal and interest). However, it was the recommendation of the Refinance Team

that WPC continue to make monthly payments of \$4,670.50, to accelerate paying off the debt.

2014 Budget

Session approved a 2014 budget on January 12, 2014, of \$674,736. This was derived from pledges and other income, including some monies that will be repurposed from a few dormant designated funds. The funds and amounts to be repurposed will be determined by the Special Funds Committee.

A table and pie graph of the 2014 budget by ministry area follows.

I want to express my great appreciation to Assistant Treasurers, Anne Waehner and Nancy Spivey for all their volunteer hours. Nancy is now "retiring." I would also like to thank the volunteer counters, led by Mary Goeckler, who faithfully execute receiving the offering every Sunday. Finally, I am very grateful to my predecessor Pat Koester for her continued assistance as I still learn my new position.

In Christ,
Jimmy Spivey, Treasurer

WPC 2013 ACTUAL FINANCIAL SUMMARY BY MONTH

2013 WPC	Income Plan	Income Actual	Net Income (Actual - Plan)	Expenditures Plan	Expenditures Actual	Net Expenditures (Plan - Actual)	Net	Net with Roll-Thru
Jan	55781.00	54610.77	-1170.23	55781.00	58754.93	-2973.93	-4144.16	38012.84
Feb	55781.00	50963.34	-4817.66	55781.00	39077.32	16703.68	11886.02	54043.02
Mar	55781.00	65714.50	9933.50	55781.00	65676.13	-9895.13	38.37	42195.37
Apr	55781.00	45227.83	-10553.17	55781.00	61494.36	-5713.36	-16266.53	25890.47
May	55781.00	61747.74	5966.74	55781.00	59457.64	-3676.64	2290.10	44447.10
June	55781.00	43138.10	-12642.90	55781.00	42701.77	13079.23	436.33	42593.33
July	55781.00	52549.29	-3231.71	55781.00	56056.05	-275.05	-3506.76	38650.24
August	55781.00	50079.59	-5701.41	55781.00	50785.95	4995.05	-706.36	41450.64
Sep	55781.00	55600.00	-181.00	55781.00	50672.18	5108.82	4927.82	47084.82
Oct	55781.00	41223.00	-14558.00	55781.00	66964.93	-11183.93	-25741.93	16415.07
Nov	55781.00	52952.00	-2829.00	55781.00	39556.12	16224.88	13395.88	55552.88
Dec	55781.00	79347.01	23566.01	55781.00	65402.27	-9621.27	13944.74	56101.74
YTD	669,372.00	653,153.17	-16,218.83	669,372.00	656,599.65	12,772.35	-3,446.48	38710.52

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Webster Presbyterian Church
Analysis of Revenues & Expenses - Summary
Funds: 1 Church Fund, 2 Building Fund
January to December 2013

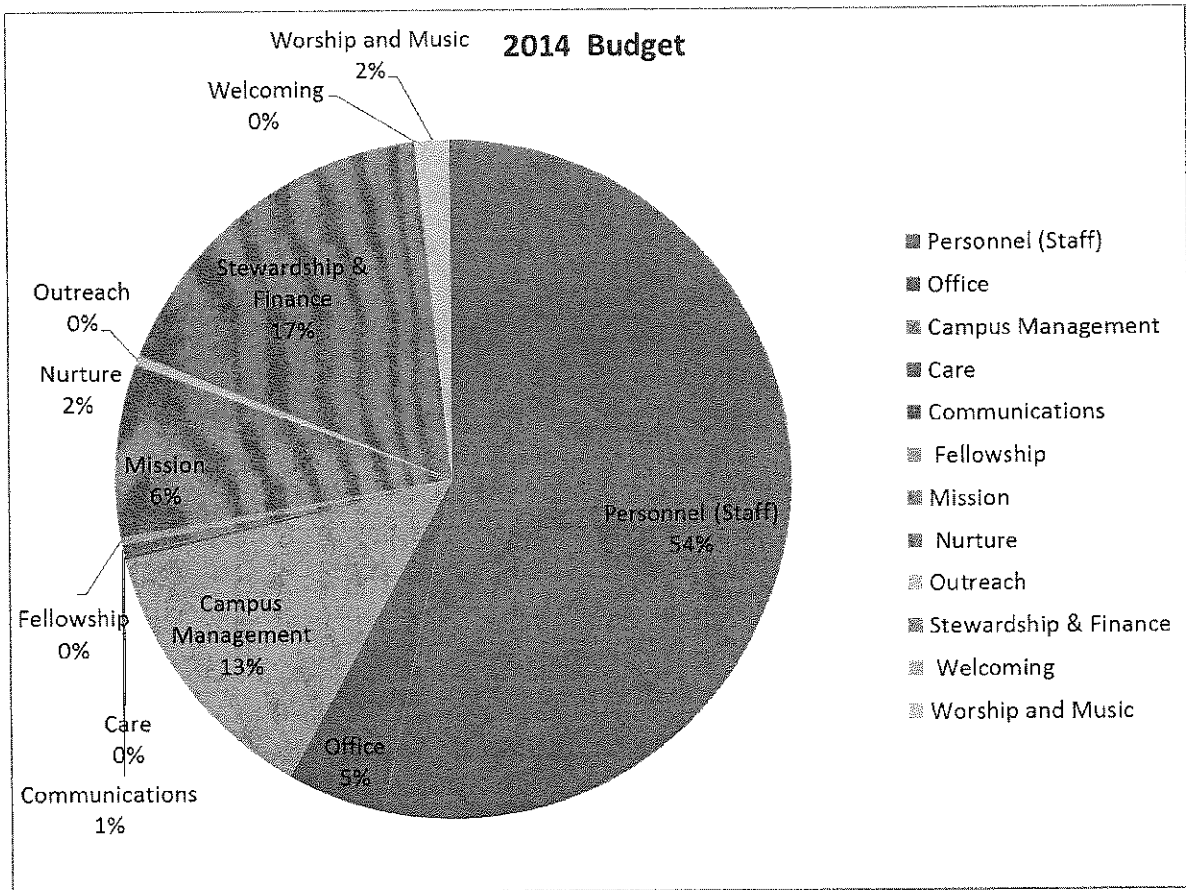
Accounts	MTD Actual (2013)	YTD Actual (2013)	Annual Budget (2013)	YTD Actual (2012)
Revenues				
Contributions & Revenue				
Contributions	\$79,193.35	\$651,751.80	\$627,215.00	\$691,335.25
Other Revenue	\$153.66	\$1,401.37	\$0.00	\$2,000.29
Total Contributions & Revenue	<u>\$79,347.01</u>	<u>\$653,153.17</u>	<u>\$627,215.00</u>	<u>\$693,335.54</u>
Total Revenues	<u>\$79,347.01</u>	<u>\$653,153.17</u>	<u>\$627,215.00</u>	<u>\$693,335.54</u>
Expenses				
Worship	\$297.01	\$10,466.16	\$9,223.00	\$6,482.22
Nurture				
Children	\$459.54	\$7,416.54	\$6,000.00	\$6,444.63
Adults	\$0.00	\$1,096.43	\$2,027.00	\$2,010.83
Youth	\$38.05	\$6,330.69	\$7,800.00	\$4,748.08
Total Nurture	<u>\$497.59</u>	<u>\$14,843.66</u>	<u>\$15,827.00</u>	<u>\$13,203.54</u>
Fellowship	(\$26.44)	\$1,772.77	\$2,100.00	\$1,987.05
Care				
Care: Deacons/Stephen Minister	\$86.19	\$740.61	\$1,100.00	\$914.77
Total Care	<u>\$86.19</u>	<u>\$740.61</u>	<u>\$1,100.00</u>	<u>\$914.77</u>
Welcoming	\$14.38	\$600.00	\$600.00	\$111.30
Mission	\$0.00	\$42,862.00	\$42,862.00	\$43,309.30
Administration				
Office	\$16,453.91	\$98,711.96	\$96,210.00	\$94,195.33
Personnel	\$30,212.45	\$329,283.65	\$326,604.00	\$316,655.42
Communications	\$687.00	\$1,843.00	\$3,000.00	\$124.50
Campus Management	\$10,718.80	\$89,313.78	\$95,445.00	\$91,269.17
Pastor Search	\$0.00	\$0.00	\$5,000.00	\$0.00
Outreach	\$192.00	\$2,793.33	\$4,500.00	\$0.00
Total Administration	<u>\$58,264.16</u>	<u>\$521,945.72</u>	<u>\$530,759.00</u>	<u>\$502,244.42</u>
Stewardship & Finance	\$6,269.38	\$63,368.73	\$66,901.00	\$65,903.42
Total Expenses	<u>\$65,402.27</u>	<u>\$656,599.65</u>	<u>\$669,372.00</u>	<u>\$634,156.02</u>
Net Total	\$13,944.74	(\$3,446.48)	(\$42,157.00)	\$59,179.52

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Webster Presbyterian Church
Balance Sheet
December 2013

Accounts

		Assets	
Current Assets			
Cash			
1010 - Cash - Amegy - Operating Acct.		\$213,336.41	
1030 - Cash - Frost Bank - Debit card		\$3,736.64	
1060 - Cash - Charles Schwab		\$4,453.46	
Total Cash		<u>\$221,526.51</u>	
Endowment			
1165 - Invest - TX Pres. Foundation		\$60,153.30	
Total Endowment		<u>\$60,153.30</u>	
Total Current Assets			\$281,679.81
Other Current Assets			
1225 - Deposits - Utilities		\$485.00	
Total Other Current Assets			\$485.00
Property and Equipment			
2010 - Land and Improvements		\$893,467.51	
2050 - Fellowship Hall		\$675,984.91	
2055 - Building Improvements		\$282,775.97	
2100 - Sanctuary		\$3,014,405.67	
2155 - Furniture and Fixtures		\$194,515.62	
2160 - Playground Equipment		\$9,290.07	
2163 - Computer Equipment		\$21,589.88	
2165 - Equipment - Other		\$5,895.33	
2300 - Accumulated Depreciation		(\$1,549,896.56)	
Total Property and Equipment			<u>\$3,548,028.40</u>
Total Assets			<u><u>\$3,830,193.21</u></u>
Liabilities, Fund Principal, & Restricted Funds			
Liabilities			
Current Liabilities			
3014 - Notes payable - Mort. Prin. Amegy		\$24,435.25	
3025 - Prepaid Pledges - 2013		\$35,400.00	
Total Current Liabilities			\$59,835.25
Non-Current Liabilities			
3031 - Note Payable - Amegy		\$557,040.85	
Total Non-Current Liabilities			<u>\$557,040.85</u>
Total Liabilities			<u>\$616,876.10</u>
Fund Principal			
4000 - Church Fund Balance		\$3,017,735.89	
Excess Cash Received		(\$3,550.65)	
Total Fund Principal and Excess Cash Received			\$3,014,185.24
Restricted Funds			
Total Temporarily Restricted		\$138,978.57	
Total Permanently Restricted		\$60,153.30	
Total Restricted Funds			<u>\$199,131.87</u>
Total Liabilities, Fund Principal, & Restricted Funds			<u><u>\$3,830,193.21</u></u>



2014 BUDGET BY COMMITTEE

Personnel (Staff)	\$360,632.50
Office	\$32,070.00
Campus Management	\$88,445.00
Care	\$1,415.00
Communications	\$3,540.00
Fellowship	\$2,300.00
Mission	\$40,000.00
Nurture	\$15,500.00
Outreach	\$3,000.00
Stewardship & Finance	\$116,393.52
Welcoming	\$750.00
Worship and Music	\$10,690.00
TOTAL	\$674,736.02

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**January 2014
Proposed Change to Terms of Call
For Approval by the Congregation**

The below 2014 proposed pastor terms of call for Rev. Helen P. DeLeon, reflecting an overall 3% increase, include a raise and the associated PCUSA Board of Pensions mandated increase in POB dues:

Pastor	2013 Terms of Call	PROPOSED 2014 Terms of Call	Increase (2014 vs 2013)
Helen P. DeLeon	\$79,429	\$81,975	3%

Components of Terms of Call:

- Effective salary – \$52,500 (includes cash salary, housing, Medical FSA)
- BOP dues – \$18,375 (paid to Board of Pensions for medical insurance & retirement)
- Reimbursable – \$11,100 (reimbursed for church related expenses, such as travel, professional studies and expenses, cell phone)

Rev. DeLeon also has four weeks of paid vacation and two weeks of sick leave.

PROPOSED
BYLAWS OF WEBSTER PRESBYTERIAN CHURCH
January 2014

ARTICLE I – THE ORGANIZATION, VISION AND MISSION

The Webster Presbyterian Church, of Webster, Texas, ("WPC" or "the church"), organized for the purposes of the worship of God and instruction in the Christian faith, is a non-profit corporation, originally chartered by the State of Texas under the name, style and title of the Board of Trustees of WPC.

WPC is a congregation of the Presbytery of New Covenant in the Synod of the Sun, in the Presbyterian Church (USA), and recognizes that the Constitution of the PCUSA is, in all provisions, obligatory upon it and its bylaws. Robert's Rules of Order (Newly Revised) will be used to guide its meetings.

WPC's vision for the future is to be a place of worship in the Greater Bay Area that welcomes all God's children and serves Christ as active disciples to create a more loving, affirming, and just world through openness to spiritual inquiry, civility of discourse, scientific ideas, and artistic expression.

As a church body, WPC's mission is to encounter the loving God, to nurture followers of Jesus Christ, and to meet human needs. We achieve this mission through worship, Christian education, facilitation of care, mission activities, and promotion of fellowship.

ARTICLE II – CONGREGATIONAL MEETINGS

- A. **January Annual Meeting** – An annual meeting of the congregation is convened in January of each year, during which the following items of business, at a minimum, are transacted:
1. Presentation of session committee and staff reports;
 2. Presentation of the church financial report of the preceding year;
 3. Presentation of the church budget for the current year, as approved by session;
 4. Approval by the congregation of changes to terms of call for the teaching elder(s).
- B. **November Stated Meeting** – A stated meeting of the congregation is convened in November of each year during which, the following items of business, at a minimum, are transacted:
1. Election of church officers (ruling elders, deacons, and trustees) and nominating committee members; and,
 2. Presentation of the proposed session budget for the subsequent year.
3. **Called Meeting(s)** – The session of WPC, or the Presbytery of New Covenant may convene called meetings of the congregation. Only the business published in the public notices for called meetings can be transacted.
4. **Public Notice** – Adequate public notice of the time, place and business of the January Annual Meeting, the November Stated Meeting and any called meetings of the congregation is given during regular worship for at least two (2) successive Sundays prior to the date of the meetings. Public notice is provided during this period via printed and electronic media as used by the church.

5. **Moderator** – The moderator of the session presides over all congregational meetings. If it is impractical for the moderator of the session to preside, he or she will invite another teaching elder who is a member of the Presbytery of New Covenant to do so. Otherwise, the presbytery will provide a moderator.
6. **Minutes** – The clerk of session records the minutes of all congregational meetings. If the clerk is unavailable to serve at the meeting, the congregation will elect a clerk pro tempore. The session reviews and approves the minutes of all congregational meetings.
7. **Quorum** – A quorum consists of the moderator, the clerk and ten percent (10%) of the church membership as determined by the clerk.

C. **Elections and Voting**

1. All active church members are entitled to vote at congregational meetings.
2. There is no provision for voting by proxy.
3. For all elections, nominations are accepted from the floor.
4. Any otherwise qualified member of the congregation is eligible for nomination to be elected to a church office irrespective of his/her race, ethnicity, sex, disability, geography, or theological conviction.

ARTICLE III – CHURCH OFFICERS AND RESPONSIBILITIES

A. **The Session**

1. The session consists of the teaching elders and the current elected classes of ruling elders.
2. Ruling elders, together with teaching elders, provide leadership in government and discipline, and have responsibility for the common life of WPC, the church-at-large and ecumenical relationships. Teaching and ruling elders serve faithfully as members of session and in committees of the session.
3. The session is responsible for the worship, Christian education, mission, government and financial affairs of the congregation. The session establishes committees as necessary to support the mission of the church and to maintain the church property in good order. Each year, the head of staff assigns ruling elders to serve as members and chairs of committees.
4. The session is responsible for creating positions for all program staff and support staff, developing job descriptions for these positions and filling these staff positions.
5. Stated meetings of the session are held at least once each quarter annual period. A quorum consists of the moderator and fifty percent (50%) of the ruling elders. There is no provision for voting by proxy.
6. The session is responsible for establishing and updating the following:
 - a. Session Operating Manual;
 - b. Board of Deacons Operating Manual;
 - c. Church Operation Policies and Procedures;
 - d. Personnel Policies and Procedures; and,
 - e. Financial Policies and Procedures.
7. Effective upon the election of the class of 2019, the number of the ruling elders comprising the session will be sixteen (16), including one elder under the age of 21 years. Classes of 2017, 2018 and 2019 will each include five (5) members.
 - a. Effective with the class of 2019, there will be three (3) classes of ruling elders, each having five (5) members.

- b. Elections of ruling elders are conducted each year during the November stated meeting of the congregation.
- c. The elder under the age of 21 years serves a one-year term beginning in January, with the option for re-election to no more than two (2) consecutive terms.
- d. All other ruling elders serve three-year terms beginning in January, with the option of serving a second three-year term if nominated and re-elected.
- e. No ruling elder may serve more than six (6) consecutive years.
- f. Before a ruling elder is eligible to serve again after having served consecutive terms, a full year must elapse since he or she rotated off session.

B. The Board of Deacons

- 1. The board of deacons is responsible for ministering to the members of the church in times of need, providing care and nurture, and communicating with all members. Deacons may assume other duties as assigned by the session.
- 2. The board of deacons consists of not less than sixteen (16) or more than twenty-five (25) members, including a deacon under the age of 21 years.
 - a. The deacons are divided into three (3) equal classes or, if the total number of deacons is not evenly divisible by three, as nearly equal classes as possible.
 - b. The deacon under the age of 21 years serves a one-year term beginning in January, with the option for re-election to no more than two consecutive terms.
 - c. All other deacons serve three-year terms beginning in January with the option of serving a second three-year term if nominated and re-elected.
 - d. No deacon may serve more than six (6) consecutive years.
 - e. Before a deacon is eligible to serve again after having served consecutive terms, a full year must elapse since he or she rotated off the board.
- 3. The board of deacons meets in stated meetings not less once each quarter annual period. A quorum consists of the deacon moderator and fifty percent (50%) of the members of the board. There is no provision for voting by proxy.

C. The Board of Trustees

- 1. The board of trustees consists of three (3) trustees. They are divided into three (3) classes and each serves a one three-year term beginning in January. One trustee is elected each year during the November stated meeting of the congregation.
- 2. The trustees serve as the officers of the congregational corporation and carry out its legal responsibilities as required by the State of Texas and directed by the session. Trustees have the power and authority to:
 - a. Buy, sell and mortgage property for the church;
 - b. Accept and execute deeds;
 - c. Hold and defend titles to the same; and,
 - d. Manage permanent restricted funds given to support specific missions and ministries of the church, provided that such duties do not infringe upon the powers and duties of the session or the board of deacons. In buying, selling and mortgaging real property, the trustees act solely under authority of the corporation granted in a duly constituted congregational meeting.
- 3. The trustees serve as members of the Special Gift and Endowment Fund Committee of Webster Presbyterian Church.

D. The Special Gift and Endowment Fund Committee ("the Special Fund Committee")

In accordance with the Webster Presbyterian Special Gift and Endowment Fund Resolution, as it may be amended, the Special Fund Committee:

1. Interprets the special gift and endowment fund for the congregation;
 2. Manages, invests and transfers funds and properties of the fund;
 3. Authorizes an annual financial review of the fund; and,
 4. Has five (5) members which include the (3) members of the board of trustees and two (2) members from the congregation, nominated by the nominating committee and elected by the session at the first stated session meeting of the year in which a current member's term expires. Special Fund Committee members from the congregation elected by the session serve three-year terms beginning in January.
 5. The members of the committee elected from the congregation by the session must be former trustees or ordained elders of the church, must not be currently serving on session, must resign from the Special Fund Committee if elected to serve on session, and may not serve consecutive terms on the Special Fund Committee.
- E. **Vacancies** – Vacancies on the session, trustee board, deacon board or Special Fund Committee may be filled at the January Annual Meeting of the congregation, the November Stated Meeting of the congregation, or a called meeting of the congregation as the session may determine.
- F. **Limitation**
1. No two members of the same household may serve as ruling elders at the same time.
 2. The exception to the limitation in this section is that an individual under the age of 21 years may serve as ruling elder if his/her parent is serving as a current ruling elder.
- G. Officer Training – The teaching elder(s) develop and teach suitable officer training programs for new and current church officers before or during the first quarter of each year.

ARTICLE IV – ELECTION OF OFFICERS

A. The Nominating Committee

1. A nominating committee is constituted each year.
2. The nominating committee brings to the November Stated Meeting of the congregation slates of nominees to serve as ruling elders, deacons and trustees.
3. The nominating committee brings before the session nominees to serve on the Special Fund Committee.
4. The nominating committee brings slates of nominees to complete unexpired officer terms as necessary.
5. The nominating committee is responsible for nominating members of a pastor nominating committee ("PNC") and an associate pastor nominating committee (an "APNC") when directed by the session.
6. Slates of nominees presented by the nominating committee may not include a name of an individual who serves as a member of the current nominating committee or a name of an individual who served as member of the current nominating committee during the same calendar year as the election.
7. The membership of the nominating committee includes a chairperson, a current ruling elder and deacon, five (5) non-officer members of the congregation, including a member under the age of 21 years and the moderator of session who will serve ex

officio and without vote. All members of the nominating committee, except the ex officio member, are elected by the congregation.

8. At the November Stated Meeting, the current nominating committee presents for the congregation's consideration a full slate of recommendations, as specified above, to serve as the nominating committee beginning in January.
9. The slate of recommendations for the nominating committee is developed in the following manner.
 - a. **A chairperson** – With the concurrence of session, the moderator of session recommends to the nominating committee a candidate for chairperson to stand for election by the congregation. The candidate for chairperson must be an ordained elder or deacon.
 - b. **One (1) ruling elder** – The nominating committee recommends a current member of the session to stand for election by the congregation.
 - c. **One (1) member of the board of deacons** – The nominating committee recommends a current deacon to stand for election by the congregation.
 - d. **Five (5) non-officer members of the congregation** – The nominating committee recommends five (5) non-officer members of the congregation, including a member under the age of 21 years, to stand for election by the congregation.
10. Each member of the nominating committee serves a one-year term. A nominating committee member is eligible for nomination and election for up to three (3) consecutive terms.

B. Pastor Nominating Committee or Associate Pastor Nominating Committee

When the presbytery Committee on Ministry has given the session permission to form a PNC or an APNC, session determines the number of persons to serve on the PNC/APNC, and directs the nominating committee to present a slate of nominees to the congregation for election. The election is conducted at a duly called meeting of the congregation.

ARTICLE V – AMENDING THE BYLAWS

These bylaws, with the exception of those required by the Constitution of the Presbyterian Church (USA), may be amended at any congregational meeting by a two-thirds vote of eligible members present. Proper public notice will precede the congregational vote. No provision is made for absentee or proxy voting.

- Amended and approved by the Congregation of Webster Presbyterian Church on January __, 2014.

February 25, 2014
Meeting Room

The Webster Presbyterian Church (WPC) Session convened a Stated Meeting

Tuesday, February 25, 2014, in the Meeting Room. The meeting was opened with prayer by the Moderator, Reverend Helen Rose Moore, at 6:35 p.m.

A quorum was declared present consisting of the following:

- Interim Pastor Helen Rose Moore, Moderator; and

- Ruling Elders Kaylin Dupree, Janis Edwards, Melisa Ferguson, George James, Diane Kane, Scott McNeill, Marjorie Seiter, Jonathan Snowden, Ann Taylor, Ken Thompson, Ed Tobia, Kevin Wooten, Carla Yager, and Jim Young.

Ruling Elders Jimm Cooper, Lynn Godwin, Katy Rendon, and Lynn Snowden were excused.

Nina Moede, representing the Lent planning team, was in attendance. In addition, the PNC was represented by Courtenay Clifford, Michael Cooper, Cathy Braeuer, Kathy Black, Frank Rix, and Clear Lake Presbyterian Church Elder David Johnson. Treasurer Jimmy Spivey and Clerk of Session Gene Fisseler were present.

New Members – Elder Carla Yager introduced prospective member Marsha Milsap. After sharing her journey of faith and answering questions from the elders and the pastor, the **Session voted to receive Marsha Milsap by reaffirmation of faith into full membership of Webster Presbyterian Church**, contingent on confirmation of her infant baptism.

Lent Planning Report – Nina Moede itemized the worship and other special events planned for Lent beginning with Ash Wednesday, continuing with the Wednesday night prayer room, including services on Palm Sunday, Maundy Thursday and Good Friday, and culminating with Easter Sunday worship. Members of Session were invited to help host the Wednesday night prayer room.

PNC Report – PNC Chair Courtenay presented a report to the Session of the work the PNC had accomplished to date, the WPC Ministry Information Form, and the next steps for the PNC. Following his presentation, questions asked by the Ruling Elders, and answers provided by the various PNC members present, the **Session voted to approve a compensation/offer package as presented by the PNC for use in negotiating with potential candidates for the Pastor/Head of Staff** which includes maximum values for Effective Salary, Total Compensation, Relocation Allowance and Travel Allowance to cover two Houston visits. The **Session also voted to approve the Ministry Information Form** prepared by the PNC.

Special Funds Committee Report – Trustee Mike Stearns, chair of the Special Funds Committee reported to the Session on the committee's work related to moving designated and exchange funds for use in balancing the 2014 budget. Following the report and a brief series of questions and answers, the **Session voted to approve the recommendation of the Special Funds Committee** to redirect to the operating fund certain moneys totaling \$9,718 from the following funds in the following order:

- Exchange Fund 8186, Wednesday Night Dinners;
- Designated Fund 8011, Cook Book;
- Designated Fund 8057, Financial Audit; and,
- Designated Fund 8081, Kitchen-New Building; and
- (if additional funds are required to balance the budget) Designated Funds 8056, Fellowship Hall Acoustics Improvements, and 8151, Mission Development.

Devotional – After the special guests exited, Pastor Moore led a devotional before the meeting continued.

Treasurer's Report – The Session received the Treasurer's report and training on their responsibilities as regards church financial procedures.

Omnibus Motion – The **Session** voted to approve the omnibus motion that contained the following bulleted items:

- **Approval of Minutes** – The **Session** voted to approve minutes for the following meetings:
 - December 17, 2013, Stated Meeting
 - January 7, 2014, Called Meeting of Session (New Officer Examination)
 - January 12, 2014, Called Meeting of Session (Budget)
 - January 26, 2014 Annual Meeting of the Congregation (as corrected)
- **Removal from Rolls** – The **Session** voted to remove the names of:
 - Ron Middaugh, who passed away in December, from the church roll.
 - Michael, Ian & Ember Schoen from the church roll at their request.
- **Ratification of Session Action** – The **Session** voted to ratify its earlier electronic vote to appoint Cappi McNeill to the Nominating Committee, representing the Worship Committee.
- **Clerk’s Report** – The Session received the Clerk’s report:
Statistical Report

	<u>Individuals</u>	<u>Families</u>	<u>Comments</u>
Membership as of December 26, 2013	508	308	
Gains			
Transfer of Letter	+ 0	+ 0	
Reaffirmation of Faith	+ 2	+ 2	A Ezhevskaya, N Gustke
Profession of Faith & Baptism	+ 0	+ 0	
Other	+ 0	+ 1	Boyers
Losses			
Transfer of Letter	- 0	- 0	
Removal from Roll	- 0	- 0	
Death	<u>- 1</u>	<u>- 0</u>	R Middaugh
Membership as of February 25, 2014	509	311	
<i>(there January meeting was cancelled due to inclement weather)</i>			
Baptized persons who’ve not made their Professions of Faith	81		
Total children, youth and adults	590		

- The Session acknowledged the following milestones in the life of the church:
 - Birth – Kaylee Boyer, daughter of Beatriz & Darren Boyer, granddaughter of Annamarie & Ed Boyer, was born January 16, 2014
 - Death – WPC member and Deacon Ron Middaugh passed away December 21, 2013.
 - Memorial Service – A memorial service was conducted for WPC member Ron Middaugh on January 2, 2014, officiated by Rev. Helen P. DeLeon.
 - Ordination/Installation – new church officers were installed/ordained during the worship services January 12 and January 26, 2014.
- **Ordination and Installation of Officers** – In January, church officers were installed and/or ordained.
 - The following individuals, having been elected at the Congregational Meeting on November 3, 2013, were ordained and installed as Elders: Lynn Godwin, Scott McNeil, Lynn Snowden, and Jim Young, Class of 2016, and Jonathan Snowden, Class of 2014;
 - The following individuals, having been elected at the Congregational Meeting on November 3, 2013, and having been previously ordained, were installed as

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Elders: Kaylin Dupree and Diane Kane, Class of 2016, and Marjorie Seiter, Class of 2014;

- The following individuals, having been elected at the Congregational Meeting on November 3, 2013, were ordained and installed as Deacons: India Allen, Vance Boyer, and Vicki Smith, Class of 2016, and Alexis McNeil, Class of 2014;
- The following individuals, having been elected at the Congregational Meeting on November 3, 2013, and having been previously ordained; were installed as Deacons: Freeman Gregory and Jeannette Schwarz, Class of 2016, and Anne Waehner, Class of 14; and,
- Laura Grady having been elected at the Congregational meeting on November 3, 2011, was installed as Trustee, Class of 2016.

Committee Motions

- The **Session voted to allow Helen Rose Moore and Glenn Foster each to carry over one (1) week of vacation** from 2013 into 2014.

Old Business

- Kevin Wooten discussed implementation of the Strategic Analysis Task Force Report and requested that one committee chair report out during Stated Session meetings throughout the remainder of the year.
- George James reported on the examination of new church officer Alexis McNeill.
- George James reported that 2014 Nominating Committee would very soon have nominees for the open seats on the Nominating Committee and the Board of Deacons for election by the Congregation.
- Ann Taylor and Pastor Moore led a discussion regarding a calendar of 2014 WPC fundraising activities that had been prepared. Those two individuals will work with the Treasurer and the Clerk to finalize the document for future action.

New Business

- Pastor Moore led a discussion regarding confidentiality and each member of Session present reviewed and signed a confidentiality covenant.
- The **Session voted to approve the baptism** of Grant Adair Hermstein, born October 11, 2013, son of Jennifer and Scott Hermstein.
- The **Session elected Jimmy Spivey to serve as Treasurer and Gene Fisseler to serve as Clerk of Session** for 2014.
- The **Session voted to approve Session taking action via telephone and electronic mail (email) during 2104** regarding matters that may come to its attention between Stated Meetings and that may be suitable for phone or email, which action will be ratified at the subsequent Stated Meeting.
- The **Session voted to call a Session Meeting to examine the Confirmands** on Sunday, March 16, at noon in Bouton Hall.
- The **Session elected George James and Ed Tobia to serve as WPC commissioners** at the Stated Meeting of Presbytery on March 22 at Korean Central.

Upcoming Meetings

- Called Meeting of Session on Sunday, March 16, 12:30 p.m. (confirmand exam)
- Stated Meeting of Presbytery on Saturday, March 22, 2014, at Korean Central
- Stated Meeting of Session, Tuesday, March 25, 2014, 7:00 p.m., Meeting Room

The purpose of the meeting having been accomplished, the Session voted to adjourn and closed with prayer at 10:00 p.m.



Gene Fisseler
Clerk of Session

March 16, 2014
Bouton Hall

The **Webster Presbyterian Church (WPC) Session met in a Called Meeting** on Tuesday, March 16, 2014, to examine the members of the 2014 confirmation class. The meeting was called to order by Moderator Helen Rose Moore and opened with prayer by confirmand Alexander Bradley at 12:30 p.m. A spaghetti lunch was served.

A quorum was declared present consisting of the following:

- Moderator Reverend Helen Rose Moore; and,
- Ruling Elders Janis Edwards, Melisa Ferguson, Lynn Godwin, Diane Kane, Katy Rendon, Marjorie Seiter, Jonathan Snowden, Lynn Snowden, Ken Thompson, Ed Tobia, Kevin Wooten, Jim Young.

Members of the 2014 confirmation class in attendance included: Cameron Bachtel, Autash Bagheri, Nicholas Balletto, Alexander Bradley, Anthony Cianchetti, and Ethan Glover.

The following confirmand family members and mentors were present: Monica and Princess Glover, Watson Dupont, Carla and Michael Bradley, Janice Smith-Bagheri and Judith Smith, and Alberta and Dennis Rohlfing.

Youth Coordinator Jessie Kuehner and Clerk of Session Gene Fisseler were also present.

Everyone present introduced themselves to each other. Then, small groups were formed, each containing a confirmand, on or more elders, family representatives, and mentors. Members of each group got to know each other a little better. The confirmands presented and discussed their statements of faith within these small groups and stood for questions.

The entire group was reconvened and the Session, upon hearing reports from each group that the confirmands were well prepared for their examinations, **voted to welcome each of the confirmands examined into full membership of WPC.**

The purpose of the meeting having been accomplished, the Session voted to adjourn and closed with prayer at 2:00 p.m.



Gene Fisseler
Clerk of Session

March 23, 2014
Church Sanctuary

A Called meeting of the Webster Presbyterian Church (WPC) congregation was convened in the church sanctuary on Sunday, March 23, 2014, for the purpose of receiving a report from the Nominating Committee and electing a member of the Board of Deacons and a member of the Nominating Committee.

Moderator Rev. Helen Rose Moore called opened the meeting with prayer at 12:15 p.m. Clerk of Session Gene Fisseler declared that a quorum was present. The Moderator introduced Elder George James, chair of the Nominating Committee.

The chair recognized and thanked the members of the Nominating Committee – Jackie Allen, Marco Balletto, Paul Cianchetti, John Dewey, Lynn Godwin, Cappi McNeill, and Mike Russell.

The chair then stated that there is an open seat on the 2014 Nominating Committee and placed the name of Karla Bradley in nomination for that position. Karla has agreed to serve if elected. The Moderator asked for nominations from the floor and there were none. The congregation then voted to elect Karla Bradley to serve on the 2014 Nominating Committee.

The chair stated that there also is an open seat on the Board of Deacons and placed the name of Elizabeth Clifford in nomination for that position. Elizabeth has agreed to serve if elected. The Moderator asked for nominations from the floor and there were none. The congregation then voted to elect Elizabeth Clifford to serve as Deacon, Class of 2016.

Having completed the business of the meeting, a motion to adjourn was approved. The meeting closed with prayer at 12:20 p.m.

Respectfully submitted,



Rev. Helen Rose Moore
Moderator



Gene Fisseler
Clerk of Session

April 22, 2014
Meeting Room

The Webster Presbyterian Church (WPC) Session convened a Stated Meeting Tuesday, April 22, 2014, in the Meeting Room. The meeting was opened with prayer a devotional by the Moderator, Reverend Helen Rose Moore, at 7:00 p.m.

A quorum was declared present consisting of the following:

- Interim Pastor Helen Rose Moore, Moderator;
- Associate Pastor Helen P. DeLeon; and,
- Ruling Elders Jimm Cooper, Janis Edwards, Melisa Ferguson, Diane Kane, Scott McNeill, Marjorie Seiter, Jonathan Snowden, Lynn Snowden, Ann Taylor, Ken Thompson, Ed Tobia, Kevin Wooten, Carla Yager, and Jim Young.

Ruling Elders Kaylin Dupree, Lynn Godwin George James, and Katy Rendon and were excused.

Treasurer Jimmy Spivey and Clerk of Session Gene Fisseler were also present.

The agenda was approved.

Pastors' Reports

- Pastor DeLeon thoroughly enjoyed her wonderful experience while on sabbatical in Peru. Now that she's back stateside, she will serve as Commissioner at General Assembly and as Acting Moderator at Iglesia Latina Presbyterian Church church in Houston.
- Pastor Moore reminded the Elders to let her know if they were going to be able to attend the Session Retreat in May. Following soon afterwards, now that our associate pastor has returned, Helen Rose will be on vacation for two weeks.

Treasurer's Report – The Session received the Treasurer's report.

Omnibus Motion – The Session voted to approve the omnibus motion that contained the following bulleted items:

- The **Session voted to approve minutes** for the following meetings:
 - March 22, 2014, Stated Meeting of Session
 - March 23, 2014, Called Meeting of the Congregation
 - April 2, 2014, Called Meeting of Session (examination of confirmand Eric Wilcox)
 - April 18, 2014 Called Meeting of the Session (new member Jordan James)
- The **Session voted to remove the names of Judy Ramsay and Katherine LeCour** from the rolls of Webster Presbyterian Church.
- The Session voted to approve a transfer letter for Debby Bowen to First Presbyterian Church in Cuero, Texas.
- **Clerk's Report** – The Session received the Clerk's report:
Statistical Report

	<u>Individuals</u>	<u>Families</u>	<u>Comments</u>
Membership as of March 25, 2014	506	311	
Gains			
Transfer of Letter	+ 0	+ 0	
Reaffirmation of Faith	+ 0	+ 0	
Profession of Faith & Baptism	+ 7	+ 0	C Bachtel, A Bagheri, N Balletto, A Bradley, A Cianchetti, E Dolor, E Wilcox
Other	+ 0	+ 0	
Losses			
Transfer of Letter	- 0	- 0	
Removal from Roll	- 0	- 0	
Death	<u>- 2</u>	<u>- 1</u>	K LeCour, J LeCour
Membership as of April 22, 2014	511	310	
Baptized persons who've not made their Professions of Faith	76		-6 confirmands + 1 Grant Hermstein
Total children, youth and adults	587		

Church Life Milestones

The Session acknowledged the following milestones in the life of the church:

- Grant Hermstein, son of Jennifer & Scott Hermstein, was baptized Sunday, April 6
- Katherine LeCour passed away on April 7, 2014; Joe LeCour passed away April 21, 2014
- Memorial Services were conducted for:
 - WPC member Judy Ramsay on April 5, 2014, officiated by Rev. Helen P. DeLeon
 - WPC member Katherine LeCour on April 11, 2014, officiated by Rev. Helen Rose Moore
- During the week of March 24, Rev. Helen Rose Moore, Elder Kathy Braeuer, and Elder Courtenay Clifford celebrated communion with the following individuals: Bobby Colovin, her roommate Joyce Supino, and friend Richard at Regency Village; Carolyn Cowan & daughter Rosemary Frew at Clear Lake Regional Medical Center; Jim & Evelyn Paden at Kindred Rehabilitation Center; Katy LeCour at The Pointe; Bob & Diane Hill at their home; and Dick & JoAnne Mills at their home.

Committee Motions

- The **Session voted to approve the Women's Retreat Planning Team request to hold two bake sale fundraisers** in 2014 (May 11 and November 16) between the Sunday morning worship services and following the second worship service in the Fellowship Hall, with both events benefitting the Women's Retreat scheduled for February 2015, and with the funds raised offsetting the cost of the retreat and providing scholarships to cover part or all of the retreat costs for women desiring to attend the retreat but lacking sufficient funds.
- The **Session approved the Worship & Music Committee's motion to include in its minutes a commendation for Chuck and Nina Moede** for their extraordinary service as both are retiring from their respective committees on May 1, Chuck as AudioVideo team lead and Nina who served as Lenten Committee chair this year.
- The **Session recognized Chuck and Nina Moede for their years of service to WPC as a whole.**

Committee Reports

- The Worship & Music Committee presented to the Session its response to the Strategic Analysis Task Force report,
- The Campus Management team presented a revised Building Use policy and, based on feedback from the Session, will bring it back for approval at the next Stated Meeting.
- The Campus Management team also reminded Session that there would be a workday on Saturday from 9:00 a.m. until noon.

Upcoming Meetings

- Session Retreat, Saturday, May 10, 2014, 9:00 a.m. – 4:00 p.m., Clear Lake Presbyterian Church
- Stated Meeting of Session, Tuesday, May 27, 2014, 7:00 p.m., Meeting Room

The purpose of the meeting having been accomplished, the Session voted to adjourn and closed with prayer at 8:35 p.m.



Gene Fissler
Clerk of Session

May 27, 2014
Meeting Room

The **Webster Presbyterian Church (WPC) Session convened a Stated Meeting** Tuesday, May 27, 2014, in the Meeting Room. The meeting was opened with prayer and a devotional by the Moderator, Reverend Helen Rose Moore, at 7:00 p.m.

A quorum was declared present consisting of the following:

- Interim Pastor Helen Rose Moore, Moderator;
- Associate Pastor Helen P. DeLeon; and,
- Ruling Elders Jimm Cooper, Kaylin Dupree, Janis Edwards, Melisa Ferguson, Lynn Godwin, George James, Diane Kane, Scott McNeill, Katy Rendon, Marjorie Seiter, Lynn Snowden, Ann Taylor, Ed Tobia and Carla Yager.

Ruling Elders Jonathan Snowden, Ken Thompson, Kevin Wooten and Jim Young were excused. Children's Sunday School Coordinator Linda Smith-Gregory and Clerk of Session Pro Tem Dennis Waehner were also present.

The agenda was approved.

Omnibus Motion – The **Session voted to approve the omnibus motion** that contained the following bulleted items:

- The **Session voted to approve minutes** for the April 22, 2014, Stated Meeting of Session.
- The **Session voted to remove the name of Joe LeCour** from the rolls of WPC.
- **Clerk's Report** - The Session received the Clerk's report:
Statistical Report

	<u>Individuals</u>	<u>Families</u>	<u>Comments</u>
Membership as of April 22, 2014	511	310	
Gains			
Transfer of Letter	+ 1	+ 0	J James
Reaffirmation of Faith	+ 0	+ 0	
Profession of Faith & Baptism	+ 0	+ 0	
Other	+ 0	+ 0	
Losses			
Transfer of Letter	- 1	- 0	D Bowen
Removal from Roll	- 0	- 0	
Death	<u>- 1</u>	<u>- 1</u>	C Cowan
Membership as of May 27, 2014	510	309	
Baptized persons who've not made their Professions of Faith	75		(-1) J James
Total children, youth and adults	585		

- **Church Life Milestones** – The Session acknowledged the following milestones in the life of the church:
 - Carolyn Cowan passed away on May 18, 2014.
 - A memorial service was conducted for WPC member Joe LeCour on April 25, 2014, officiated by Rev. Helen Rose Moore

Committee Motions

- The **Session voted to approve a request from the Children's Team** to charge a registration fee of \$12 per child for Vacation Bible School (VBS).
- The **Session approved use of the "Shine" curriculum for VBS**, set for June 16-20.
- The **Session approved a motion to reaffirm the practice of directing interest earned** on the Endowment Fund into the Mission fund (50%) and the Building fund (50%).
- The **Session approved a motion from the Youth Ministry Team to elect** Jordan James, Jonathan Snowden, Jessie Kuehner and James Kinzler to represent WPC on the Presbyterian Youth Connection Council.
- The **Session approved the Youth Ministry Team recommendation to include an addendum to the WPC Child Protection Policy**, clarifying requirements associated with commercial air travel for youths on church-sponsored activities travel.
- The **Session approved a document from the Communication Team** setting forth the team's mission, vision, and responsibilities.
- The **Session voted to approve a motion from the Mission Team that WPC sponsor a grant application** from the Institute for Civility in Government for Presbytery Peacemaking funds.

New Business

- The Session took an extensive walking tour of the entire WPC campus. Areas of concern were noted as were areas of promise.

Committee Reports

- The Fellowship Team reviewed for the Session its response to the Strategic Analysis Task Force report. It was moved and approved to extend the order of business twice during this discussion.
- The Special Funds Committee is studying the many special gifts/designated funds and memorials. In conjunction with that effort, the Shepherds of the Treasury will ask each ministry team for its "Top 3" funding priorities that are outside the current operating budget. Then both teams will compile the results and re-prioritize the items into a ranked list and report back to the Session.
- The Children's Ministry Team is working jointly with the Campus Management Team to focus on maintenance of facilities of interest to the Children's Ministry Team.

Upcoming Meetings

- Stated Meeting of Session, Tuesday, June 24, 2014, 7:00 p.m., Meeting Room

The purpose of the meeting having been accomplished, the Session voted to adjourn and closed with prayer at 9:45 p.m.



Dennis Waehner
Clerk of Session Pro Tem

June 24, 2014
Meeting Room

The **Webster Presbyterian Church (WPC) Session convened a Stated Meeting** Tuesday, June 24, 2014, in the Meeting Room. The meeting was opened with prayer and a devotional by the Moderator, Reverend Helen Rose Moore, at 7:00 p.m.

A quorum was declared present consisting of the following:

- Interim Pastor Helen Rose Moore, Moderator;
- Associate Pastor Helen P. DeLeon; and,
- Ruling Elders Kaylin Dupree, Melisa Ferguson, Lynn Godwin, George James, Diane Kane, Scott McNeill, Katy Rendon, Ken Thompson, Ed Tobia, Kevin Wooten, Carla Yager, and Jim Young.

Ruling Elders Jimm Cooper, Janis Edwards, Marjorie Seiter, Jonathan Snowden, Lynn Snowden, Ann Taylor, and were excused.

Clerk of Session Gene Fisseler was also present.

The agenda was approved.

New Member – Elder Carla Yager introduced prospective member Patty Tremble. After sharing her journey of faith and answering questions from the elders and the pastors, the **Session voted to receive Patty Tremble, an ordained elder, by letter of transfer into full membership of Webster Presbyterian Church.**

Pastors' Reports

- Pastor Helen Rose Moore reported that she had sent a letter to Kathleen Davies rejoicing with her on being called to serve the Community of the Servant Savior Presbyterian Church. She shared an invitation from the Austin Seminary for a guest minister to lead worship and a Sunday school class on September 21 Theological Education Sunday and the Session enthusiastically accepted the invitation. She shared that Jessie Keuhner's has an opportunity to participate in the REFOCUS, part of Austin Seminary's Education Beyond the Walls, September 29-October 1, and the Session directed Helen Rose to support her with a letter of support. She also reminded elders that all updated policies need to be posted on the Session webpage.
- Pastor Helen P. DeLeon delivered a detailed report on her recent experiences at General Assembly, with a focus on the processes employed.

First Presbyterian Church – Pastor Helen Rose provided an update on recent developments in our Presbytery regarding changes at First Presbyterian Church, Houston. It was moved and seconded that Session sign a letter stating that difference and diversity is a healthy state that need not lead to division within the Presbyterian Church. After considerable discussion, the motion was tabled until the next stated meeting.

Omnibus Motion – The **Session voted to approve the omnibus motion** that contained the following bulleted items:

- The **Session voted to approve minutes** for the May 27, 2014, Stated Meeting of Session.
- The **Session voted to approve the removal from the Church Rolls of the name of Carolyn Cowan** who passed away on May 18, 2014. The **Session voted to approve a transfer letter for Jack Armstrong** to Community of the Servant Savior Presbyterian Church.

- **Clerks's Report** – The Clerk read a letter received from the Anderson family requesting a letter of transfer of their membership. The **Session voted to direct the Clerk to provide a letter transferring their membership** upon determination of the family's new church home.

Statistical Report

	<u>Individuals</u>	<u>Families</u>	<u>Comments</u>
Membership as of May 27, 2014	510	309	
Gains			
Transfer of Letter	+ 0	+ 0	
Reaffirmation of Faith	+ 0	+ 0	
Profession of Faith & Baptism	+ 0	+ 0	
Other	+ 0	+ 0	
Losses			
Transfer of Letter	- 0	- 0	
Removal from Roll	- 0	- 0	
Death	<u>- 0</u>	<u>- 0</u>	
Membership as of June 24, 2014	510	309	
Baptized persons who've not made their Professions of Faith	75		
Total children, youth and adults	585		

- **Church Life Milestones** – The Session acknowledged the following milestone in the life of the church:
 - Carolyn Cowan's ashes were interred at Veteran memorial Cemetery on Friday, May 30, 2014, with Rev. Helen P. DeLeon officiating.

Committee Motions

- The **Session approved the use of funds from the Fellowship Hall Acoustic Upgrades Designated Fund** to replace sanctuary equipment (including a projector – estimated cost \$700 and two wireless microphones at \$750 each) and the cost of a lift (estimated cost \$1,100 to be shared with Campus Management).
- The **Session approved the new Campus Management policy** presented by the Campus Management Committee, reviewed by Session at the previous stated meeting, and revised to reflect Session members' comments.

New Business

- The **Session voted to elect Elder Diane Kane to serve as a WPC Commissioner** for the July 19, Covenant Presbyterian Church in College Station.
- The **Session approved a motion from Elder George James form an ad hoc Membership Coordination Team** to coordinate the efforts of multiple church organizations groups with responsibilities for and sensitivity to the membership of WPC. At a minimum, the Team will: detail roles and responsibilities for the affected groups; develop draft list of causes of membership change for the last several years; develop list of proposed actions to address ongoing membership changes (if needed); suggest which proposed actions should begin immediately and which should not be implemented until after a permanent senior pastor is called; and, provide information to a larger cross-section of affected groups for completion and validation.

- The **Session voted to:**
 - **staff a Membership Coordination Team** with (1) representatives self-selected by the Board of Deacons, Membership Review Team, Welcoming Committee, Outreach Committee, Communications Committee, Youth Ministry Team, Children's Ministry Team, Staff, and Session and (2) two at-large members from the Congregation;
 - **appoint Elder George James to serve as moderator of the Team;**
 - **invite the PNC to participate** in meetings and correspondence;
 - **provide that the Membership Coordination Team will provide recommendations only** to Session committees unless otherwise directed by Session action;
 - **direct the Outreach Committee to serve as liaison** with the Session when necessary;
 - **instruct the team to organize itself and establish its schedule;** and,
 - **disband the Team no later than six months after initiation** (unless renewed by Session).
- The Session deferred its planned discussion of a "day of study" regarding churches leaving the PCUSA until its next stated meeting.

Committee Reports

- The Session received a report from Elder Carla Yager regarding the response of the Welcoming Committee to the Strategic Analysis Task Force report.
- Members of Session shared their impressions, findings, and concerns from the campus tour hosting by the Campus Management Team during the June Stated Meeting.

Upcoming Meetings

- Stated Meeting of the Presbytery of New Covenant on Saturday, July 19, 2014, College Station
- Stated Meeting of Session, Tuesday, July 22, 2014, 7:00 p.m., Meeting Room

The purpose of the meeting having been accomplished, the Session voted to adjourn and closed with prayer at 9:55 p.m.



Gene Fisseler
Clerk of Session

July 22, 2014
Meeting Room

The **Webster Presbyterian Church (WPC) Session convened a Stated Meeting** Tuesday, July 22, 2014, in the Meeting Room. The meeting was opened with prayer and a devotional by the Moderator, Reverend Helen Rose Moore, at 7:00 p.m.

A quorum was declared present consisting of the following:

- Interim Pastor Helen Rose Moore, Moderator;
- Associate Pastor Helen P. DeLeon; and,
- Ruling Elders Jimm Cooper, Kaylin Dupree, Melisa Ferguson, Diane Kane, Scott McNeill, Marjorie Seiter, Jonathan Snowden, Lynn Snowden, Ann Taylor, Ken Thompson, Kevin Wooten, Carla Yager, and Jim Young.

Ruling Elders Janis Edwards, Lynn Godwin, George James, Katy Rendon, and Ed Tobia were excused.

Trustee Mike Stearns, Treasurer Jimmy Spivey, Clerk of Session Gene Fisseler were also present.

The agenda was approved.

Special Funds Committee – Trustee Mike Stearns, chair of the Special Funds Committee, delivered a half-hour primer on financial gifts to the church (not pledged giving), the Committee's role in reviewing such gifts, the types of accounts used to handle such gifts, the Session's role in managing such gifts, and the church's policy regarding unspent monies in the accounts. Members of Session asked good questions and Mike provided thorough responses. Chairs of Session committees were reminded that they need to supply the Committee with their "outside the budget" funding priorities in order for the Special Funds Committee to advise families and individuals of the most appropriate ways of supporting the church through special gifts.

Pastors' Reports

- Pastor Helen Rose Moore reported that a meeting will be convened at First Presbyterian Church in Galveston at 7:00 p.m. to provide an overview of the actions and outcomes at the recent General Assembly meeting in Detroit.
- Pastor Helen P. DeLeon, just back from the mission trip to Peru, shared that both churches involved were transformed by the experience, WPC has been invited back, and the group of individuals who gathered for their farewell meal together looked like the "beloved world" we seek.

Omnibus Motion – The Session voted to approve the omnibus motion that contained the following bulleted items:

- The **Session approved** the Minutes of the June 24, 2014, Stated Meeting of Session.
- **Ratification of Previous Electronic Vote** – The Session ratified a vote taken electronically since the previous stated meeting.
 - The **Session voted to:**
 - 1) honor Diane Kane's request to rescind Session's earlier vote to elect her to serve as Commissioner at the July 19, 2014, Stated Meeting of Presbytery due to unexpected personal schedule developments; and,
 - 2) **elect Elders Lynn Snowden, Jennifer Carr, and Jonathan Snowden as Commissioners** representing WPC at the July 19, 2014, Stated Meeting of Presbytery in College Station.
- The **Session approved the removal from the Church Rolls of the name of Barbara Colovin** who passed away on July 20, 2014.
- The **Session approved the transfer of membership of Jennifer Paden** to the First Presbyterian Church, Clinton, South Carolina.
- **Clerk's Report** – The Session received the Clerk's report:

Statistical Report

	<u>Individuals</u>	<u>Families</u>	<u>Comments</u>
Membership as of June 24, 2014	510	309	
Gains			
Transfer of Letter	+ 1	+ 1	P Tremble

Reaffirmation of Faith	+ 0	+ 0	
Profession of Faith & Baptism	+ 0	+ 0	
Other	+ 0	+ 0	
Losses			
Transfer of Letter	- 4	- 2	J Armstrong; C Anderson, S Anderson, C Anderson
Removal from Roll	- 0	- 0	
Death	<u>- 1</u>	<u>- 1</u>	B Colovin
Membership as of July 22, 2014	506	307	
Baptized persons who've not made Professions of Faith	74		(-1) S Anderson
Total children, youth and adults	580		

- **Church Life Milestones** – The Session acknowledged the following milestones in the life of the church:
 - Deaths – Long-time WPC member Barbara Colovin passed away July 12, 2014
 - Memorial Services – A memorial service for Barbara Colovin was held on July 17, 2014; Pastor Helen Rose Moore officiated
 - Celebration of Communion outside of worship – Pastor Helen DeLeon celebrated communion with Marjy and Joe Fulton in their home; Deacon, Marjy, served as communion assistant.

Committee Motions

- The Session received the Membership Coordinating Team roster and directed the Team to select two at-large members from the Congregation, appoint chair and vice-chair for the team, and initiate information gathering tasks. The roster includes Kim Harano (Board of Deacons), Anne Waehner (Membership Review Committee, Board of Deacons), Freeman Gregory (Outreach Committee, Board of Deacons), Coco Motley (Communication Committee), Al Manson (Welcoming Committee), Lynn Godwin (Youth Ministry Team, Session), Catherine Spivey (Youth Ministry Team), George James (Children's Ministry Team, Session), Jimm Cooper (Membership Actions Lead, Session), Marjorie Seiter (Membership Trends Lead, Session), Jonathan Snowden (Roles and Responsibilities Co-Lead, Session), Janis Edwards (Roles and Responsibilities Co-Lead, Session), and Pastor Helen Rose Moore (Staff).
- The **Session voted to direct the Treasurer** to set up ongoing designated accounts for the Mission Committee to receive funds from the Free The Captives fundraising effort.
- The **Session voted to direct the Treasurer** to set up an ongoing exchange account for the Mission Committee to receive funds for Presbyterian Disaster Assistance – Children's Border Crisis.
- The **Session voted to approve the Wedding Coordinator Job Description**, as amended during discussion, that was posted on the Session web page

Committee Reports

- Personnel – Kevin Wooten invited Session members to actively participate in church staff performance reviews by submitting any input they may have regarding members of staff with whom they regularly interact.
- Mission – Ann Taylor presented the Mission Committee's considered response to the Strategic Analysis Task Force report.

- Campus Management – The Committee reported on the recent discovery of water damage in the Education Wing and next steps to determine the significance and scope of needed repairs.

Old Business

- Session received a report from its members who attended the recent Stated Meeting of Presbytery.
- Session members discussed and agreed to postpone hosting a Presbytery-wide “day of study” until the scope and extent of building water damage repairs are better understood.
- The discussion regarding action regarding the letter of commitment to PCUSA circulated earlier was once again tabled to a future meeting of Session.

New Business

- Due to the late hour, Elder Jim Young asked that his motion to create and operate a curbside, free library on church property to serve neighboring adults and children be discussed at a future meeting.

Upcoming Meetings

- Stated Meeting of Session, Tuesday, August 26, 2014, 7:00 p.m., Meeting Room

The purpose of the meeting having been accomplished, the Session voted to adjourn and closed with prayer at 9:30 p.m.


Gene Fisseler
Clerk of Session

August 10, 2014
Church Parlor

The **Session of Webster Presbyterian Church (WPC) met in a duly Called Meeting** in the Church Parlor on Sunday, August 10, 2014. The meeting was called to order with prayer by Moderator Pastor Helen Rose Moore at 10:35 a.m.

A quorum consisting of the following was present:

- Interim Pastor Helen Rose Moore, Moderator;
- Associate Pastor Helen P. DeLeon; and,
- Ruling Elders Lynn Godwin, George James, Scott McNeill, Katy Rendon, Marjorie Seiter, Ann Taylor, Ken Thompson, Kevin Wooten, Carla Yager, and Jim Young.

Katy Rendon was appointed Clerk Pro Tempore.

On behalf of the Mission Committee and the three Christian Nurture Committees (Adult, Youth, and Children’s Ministries), Pastor Helen DeLeon moved that Session approve a fundraiser to collect items and financial support for a project on Spirit Day, September 7, 2014, benefiting the Bay Area Turning Point and instruct the Treasurer to set up a designated fund, if required, to receive any monetary donations that are collected.

The motion was seconded by George James. After discussion, the motion passed.

The purpose of the meeting having been accomplished, the Session voted to adjourn and closed with prayer by Pastor DeLeon at 10:50 a.m.



Katy Rendon
Clerk of Session Pro Tempore

August 26, 2014
Meeting Room

The **Webster Presbyterian Church (WPC) Session convened a Stated Meeting** Tuesday, August 26, 2014, in the Meeting Room. The meeting was opened with prayer and a devotional by the Moderator, Reverend Helen Rose Moore, at 7:00 p.m.

A quorum was declared present consisting of the following:

- Interim Pastor Helen Rose Moore, Moderator;
- Associate Pastor Helen P. DeLeon; and,
- Ruling Elders Jimm Cooper, Kaylin Dupree, Janis Edwards, Melisa Ferguson, Lynn Godwin, George James, Diane Kane, Scott McNeill, Katy Rendon, Marjorie Seiter, Ann Taylor, Ken Thompson, Ed Tobia, Kevin Wooten, Carla Yager, and Jim Young.

Ruling Elders Jonathan Snowden and Lynn Snowden were excused.

Treasurer Jimmy Spivey and Clerk of Session Pro Tem Dennis Waehner were also present.

The agenda was approved.

Pastors' Reports

- Pastor Helen Rose Moore reported that the Minister from Austin Seminary scheduled to lead worship with us this fall will be Rose Niles.
- The sermon series which will follow this summer's series on the Book of Ruth will be a series on spiritual gifts.
- Pastor Helen P. DeLeon will be representing us on an upcoming conference on immigrant children being help in Tucson, Arizona.

Omnibus Motion – The **Session voted to approve the omnibus motion** that contained the following bulleted items:

- The **Session approved minutes** of the Minutes of the July 22, 2014, Stated Meeting of Session.
- The **Session approved minutes** of the Minutes of the August 10, 2014, Called Meeting of Session.
- **Clerk's Report** – The Session received the Clerk's report:

	<u>Individuals</u>	<u>Families</u>	<u>Comments</u>
Membership as of July 22	506	307	
Gains			
Transfer of Letter	+ 0	+ 0	
Reaffirmation of Faith	+ 0	+ 0	
Profession of Faith & Baptism	+ 0	+ 0	
Other	+ 0	+ 0	
Losses			

Transfer of Letter	- 1	- 1	Jennifer Paden
Removal from Roll	- 0	- 0	
Death	<u>- 1</u>	<u>- 1</u>	David Montgomery
Membership as of August 26, 2014	504	305	
Baptized persons who've not made their Professions of Faith	74		
Total children, youth and adults	578		

- **Church Life Milestones** – The Session acknowledged the following milestones in the life of the church:
 - Deaths – David Montgomery passed away on July 28, 2014.
 - Memorial Services – A memorial service was conducted for David Montgomery on August 1, 2014; officiated by Pastors Helen Rose Moore and Helen P. DeLeon
 - Celebration of Communion outside of worship – Pastor Helen Rose Moore and Elder Kathy Braeuer celebrated communion with David Montgomery and Michelle LeQueuex in their home on July 24, 2014.

Committee Motions

- The Session received a report from the Outreach Committee chair detailing the plans to begin a Little Free Library on the WPC property along Austin Street facing McWhirter Elementary School. This free library would be a free-standing box, un-manned but maintained by Paula Bray and Nita Schaffer. The **Session voted to approve** the planned project.
- The **Session voted to approve the Wedding Policy** recently revised by the Campus Management Committee, as amended during discussion.
- The **Session voted to approve the following five curricula for youth:**
 - Jr. High Sunday School: Echo 36
 - Sr. High Sunday School: "What's up with the Church Down the Street?" and "Which Way to God?" by Thea Nyhoff Leunk (this has already been approved and used in Youth Ministry about five years ago)
 - College/Young Adults Sunday School: Upper Room Devotional
 - Bible Study and PYC: Gospel According to Harry Potter (approved last year and used last year)
 - Confirmation Curriculum: Caressa Murray's edited "We Believe Confirmation" (approved and used last about five years ago)
- The **Session voted to approve the holding of One Big Auction** on February 15, 2015, with proceeds being directed to (1) youth trips first, (2) mission issues second, and (3) improvements in the WPC youth classrooms in the Education Wing third.

Committee Reports

- Campus Management – The perceived environmental problem of mold has been resolved. No toxic mold was found anywhere on WPC campus. Common mold is evident in several locations. Solutions were discussed and a plan of action taken.
- Worship & Music – The committee holds up for commendation: Pastor Helen DeLeon for her support of the worship service focusing on the Peru trip, Jeannette Booher for her ushering support of so many memorial services on short notice and Ken Wood for his Audio/Visual support of so many memorial services on short notice.
- Youth Ministry – The Junior High and Senior High groups would prefer to attend to their PYC activities separately. The Youth Ministry committee is seeking adult volunteers to help.
- Mission – The second annual summer enrichment program Summer Spotlight was held on Tuesdays and Thursdays, 8:00 a.m. to 2:00 p.m., July 29 through August 14. Thirty students were enrolled with an average attendance of 25. There were 41

volunteers mentoring, cooking, organizing, leading workshops, providing food and providing financial support. Upon registration, the children were given a drawstring backpack with our Summer Spotlight logo; during the course of the program they also received as many as four books and peanut butter and jelly sandwiches, all of which had been donated. Students responded well to the schedule and seemed to enjoy the food provided for both breakfast and lunch. According to the evaluations filled completed by students, parents and mentors, the program was highly successful and all look forward to participating again next year.

New Business

- The Session discussed dates for the Congregational Meeting to hold election of church officers. The **Session voted to call a Congregational Meeting on November 16, 2014, for the purposes of church officer elections and, possibly, amendment of both the Special Gift and Endowment Resolution and the Bylaws.**

Upcoming Meetings

- Stated Meeting of Session, Tuesday, September 23, 2014, 7:00 p.m., Meeting Room

The purpose of the meeting having been accomplished, the Session voted to adjourn and closed with prayer at 9:20 p.m.



Dennis Waehner
Clerk of Session Pro Tem

September 23, 2014
Meeting Room

The **Webster Presbyterian Church (WPC) Session convened a Stated Meeting** Tuesday, September 23, 2014, in the Meeting Room. The meeting was opened with prayer and a devotional by the Moderator, Reverend Helen Rose Moore, at 7:00 p.m.

A quorum was declared present consisting of the following:

- Interim Pastor Helen Rose Moore;
- Associate Pastor Helen P. DeLeon; and,
- Ruling Elders Jimm Cooper, Kaylin Dupree, Janis Edwards, Melisa Ferguson, Lynn Godwin, George James, Diane Kane, Scott McNeill, Katy Rendon, Marjorie Seiter, Lynn Snowden, Ann Taylor, Ken Thompson, Ed Tobia, Kevin Wooten, Carla Yager, and Jim Young.

Ruling Elder Jonathan Snowden was excused.

Special Funds Committee member Laura Grady, Treasurer Jimmy Spivey, and Clerk of Session Gene Fisseler were also present.

The agenda was approved.

New Member – Carla Yager introduced Sarah Shulsky who expressed her desire to become a member of WPC. After learning a little about Sarah, and following their introduction to the Session, Pastor Moore asked a series of questions that were answered satisfactorily. The

Session voted to receive Sarah Shulsky into full membership of WPC by letter of transfer from First Presbyterian Church, Midland, Texas.

Report from the Special Funds Committee – Laura Grady reported to the Session on the committee's effort over several months to compile a priority funding list based on the Session's response for submittal of non-budgeted items. The list serves as a guide for the committee when working with donors of special gifts.

Pastors' Reports

- **Pastor Helen Rose Moore** – In accordance with the process specified by the church bylaws, Helen Rose recommended to the Session that Dennis Waehner serve as chair of next year's Nominating Committee. Following presentation of his qualifications and hearing support from the Nominating Committee chair, the **Session concurred with the recommendation of Dennis Waehner to serve as the 2015 Nominating Committee**. The recommendation proceeds to the current Nominating Committee and the congregation elects all members of the Nominating Committee at the November Congregational Meeting.
- **Pastor Helen DeLeon** – Helen shared her learnings and experiences on a recent trip to Tucson focused on the crisis of unaccompanied minors entering the U.S. from Central America. She explained that the crisis has a direct impact on the local area as Houston is the primary destination for these immigrants.

Treasurer's Report – The Session received the Treasurer's report and an update regarding the 2015 budget.

Omnibus Motion – The **Session voted to approve the omnibus motion** that contained the following bulleted items:

- **Approval of Minutes** – The Session voted to approve the minutes of the August 26, 2014, Stated Meeting of Session.
- **Transfer of Members** – The **Session voted to approve the transfer of membership** for the following members at their request:
 - Tim Davies to A Community of the Servant Savior Presbyterian Church, Houston
 - Sara & Jace Frey to A Community of the Servant Savior Presbyterian Church in Houston
 - Hilary & Stephen McLelland to A Community of the Servant Savior Presbyterian Church in Houston
- **Clerk's Report** – The Session received the Clerk's report:

Statistical Report

	<u>Individuals</u>	<u>Families</u>	<u>Comments</u>
Membership as of August 26, 2014	504	305	
Gains			
Transfer of Letter	+ 0	+ 0	
Reaffirmation of Faith	+ 0	+ 0	
Profession of Faith & Baptism	+ 0	+ 0	
Other	+ 0	+ 0	
Losses			
Transfer of Letter	- 0	- 0	
Removal from Roll	- 0	- 0	
Death	<u>- 0</u>	<u>- 0</u>	
Membership as of September 23, 2014	504	305	
Baptized persons who've not made			

their Professions of Faith	74
Total children, youth and adults	578

Committee Reports

- Communications – The Session received the committee’s response to the Strategic Analysis Task Force (SATF) report.
- Personnel – Due to the late hour, the committee chair deferred presentation of the committee’s response to the SATF report.
- Adult Ministries – Due to the late hour, the committee chair deferred presentation of the committee’s response to the SATF report.
- Nominating Committee – George James, chair of the Nominating Committee reported that good progress was being made filling the slates of nominees for the November church officer elections.

Old Business

- Upon the recommendation of the Special Gifts Committee, the **Session voted to approve the priority funding list** (see below), in accordance with the WPC Special Gift and Endowment Fund First Amended and Restated Resolution, which list will be in effect until January 1, 2016, when Session will adopt a revised priority list and initiate annual process to review and update the funding list.
 1. New lighting for classrooms - \$10,000
 2. Telephone updates, including VIOP phones, conference capabilities – \$20,000
 3. Permanent audio/video system for Fellowship Hall – 20,000
 4. Flat screen TVs for Sanctuary to replace projector system – \$20,000
 5. New computers and printers for church staff – \$13,000
 6. WPC debt/mortgage reduction – \$557,040
- Elder George James reported on the progress of the New Beginnings Assessment.

New Business

- Upon the recommendation of the WPC Treasurer and the Personnel Committee, the **Session voted to appoint Coco Motley to serve as Assistant Treasurer** for WPC, a volunteer position receiving neither remuneration nor benefits.
- The Clerk explained the fairly complex process required to amend the Special Gift and Endowment Fund Resolution.
- Upon the recommendation of the Special Gifts Committee, the **Session voted to approve a proposed amendment to the WPC Special Gift and Endowment Fund First Amended and Restated Resolution** that would increase the number of at-large Special Funds Committee members from two to three, provide for staggered three-year terms for at-large members, limit at-large member service to one term, and call for at-large members to be elected by the congregation.
- Upon the recommendation of the Special Funds Committee and contingent upon the passage by the congregation of the proposed amendment to the Special Gift and Endowment Fund Resolution described immediately above, the **Session voted to extend the term of Special Gifts Committee at-large member Jeanette Chase through December 31, 2016**, in order to conform to the proposed amendment.
- The **Session voted to combine the two Sunday morning worship services on October 19** in support of the stewardship Sunday.
- The Session directed the Nominating Committee to bring to the November congregational meeting the name of a qualified nominee to serve as member-at-large on the Special Funds Committee.

Upcoming Meeting Dates

- Stated Meeting of Session, Tuesday, October 28, 2014, 7:00 p.m., Meeting Room.

- Fall Congregational Meeting, Sunday, November 16, following worship, Sanctuary.

The purpose of the meeting having been accomplished, the Session voted to adjourn and closed with prayer at 10:00 p.m.



Gene Fisseler
Clerk of Session

October 13, 2014
Meeting Room

The **Session of Webster Presbyterian Church (WPC) convened a duly Called Meeting** in the Meeting Room on Monday, October 13, 2014. The meeting was called to order with prayer by Moderator Pastor Helen Rose Moore at 7:00 p.m.

A quorum consisting of the following was present:

- Pastor Helen Rose Moore, Moderator;
- Helen P. DeLeon, Associate Pastor; and,
- Ruling Elders Jimm Cooper, Kaylin Dupree, Janis Edwards, Melissa Ferguson, Lynn Godwin, George James, Diane Kane, Scott McNeill, Katy Rendon, Marjorie Seiter, Ann Taylor, Ken Thompson, Ed Tobia, Kevin Wooten, Carla Yager, and Jim Young.

Treasurer Jimmy Spivey and Clerk of Session Gene Fisseler were also present.

Interim Pastor Helen Rose Moore announced that, following 22 months of service to WPC, she had accepted a call for another interim position, contingent upon the Session allowing her to end her contract prior to its original termination date. Following some discussion and before leaving the meeting room, the Moderator yielded the gavel to Pastor Helen P. DeLeon who moderated the subsequent portion of the meeting. Ruling Elder Kevin Wooten, chair of the Personnel Committee, presented three motions brought from the Committee.

- It was moved, in response to the request made by Reverend Helen Rose Moore, to terminate her contract with WPC, effective November 13, 2014, some six weeks prior to the termination date included in the contract, allowing Reverend Moore to accept another interim position. The motion passed.
- It was moved, in response to the request made by Reverend Helen Rose Moore, upon approval of the early termination of her contract with WPC, that Pastor Moore be paid two weeks of unused vacation and one week of unused study leave, with the remaining unused study leave compensation being combined with similar funds she retained from her previous assignment and held until the combined amount can be forwarded to her next employer. The motion passed.
- On behalf of the Session and Congregation, it was moved that WPC express its profound gratitude for the leadership and service provided by Reverend Helen Rose Moore during her time serving as Interim Head of Staff for our church family. Reverend Moore's courage, energy, and direction during a time of transition in our church is greatly appreciated and acknowledged by all.

Pastor DeLeon then returned the gavel to Pastor Moore who yielded the floor to Elder Wooten. It was moved that Reverend Helen P. DeLeon be appointed temporary WPC Head

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of Staff effective November 14, 2014, and this shall remain in effect until December 31, 2014, or upon a date that a new Head of Staff may be called by WPC beginning her/his service. The motion passed.

The purpose of the meeting having been accomplished, the Session voted to adjourn and closed with prayer by Pastor DeLeon at 8:30 p.m.



Gene Fissler
Clerk of Session
